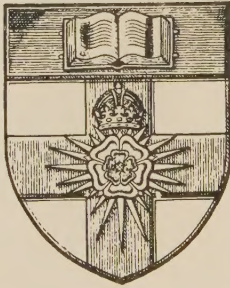


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The Pendulum Swings

By WILLIAM D. OVERMAN ¹

Firestone Library and Archives

IN THIS paper I propose to deal principally with the problem of managing records of large business units, with special emphasis on those records of permanent value that are often referred to as historical or archival. We have witnessed a rapid growth in the field of record management in both government and business in recent years, but to set the stage I should like to recall to you some of the events of the past few decades that led up to the present era of new departure in the management of records.

Some of us in the archival profession were trained as historians; and, as members of the American Historical Association before the National Archives came into being, we can recall the active part taken by Waldo G. Leland, J. Franklin Jameson, and others in the long and arduous struggle for legislation, which ultimately resulted in the construction of the National Archives Building in Washington in 1934. Shortly after the dedication of that building a number of historians, or at least a number of people trained in methods of historical research, joined the staff of the National Archives. A few years later these people, along with some of the State archivists, joined in a movement to organize the Society of American Archivists. Indeed, we have in our Society today a number of our founders. These early members will recall our original aims and purposes and also the difficulties that we had, starting from scratch, in establishing a set of standards and uniform archival practices in this country. There appeared to be little that we could learn from European experience to help us solve the problems facing us in this country at the time. This was true mainly because of the great quantity of records, growing at an alarming rate, with which we had to deal.

As archivists we tried to preserve records of value to the economic historian and others engaged in research, besides conserving records for current administrative use. This was the aim of archivists both in government and in business.

As I have said, many of the key positions in the National Archives

¹ Presidential address, read at the annual dinner of the Society of American Archivists in Salt Lake City, August 1958. The paper has been somewhat revised for publication.

in its early days were held by scholars. It was not long before these people were confronted with record management problems, which they had not anticipated and with which they had little experience. They quickly saw the dual role they had to play. The National Archives Building would soon be filled to capacity. The departments and agencies of the Government were creating records at a rate that within a few years would require several such buildings to house them properly. But many of the records, on examination, were found to be of little permanent value either for departmental reference or for future scholarly research. During World War II archivists went from the National Archives to work in several Government departments as record officers. There they gained much valuable experience. This experience during the decade of the 1940's led to the passage of an act of 1950 that made it possible for the National Archives to tackle the problem of record administration and keep abreast of it.

The National Archives had already become the National Archives and Records Service, within the General Services Administration. Federal record centers were established, first near Washington, and then, as time went on, in some 10 or 12 other cities in the United States. The act of 1950 was changed on November 1, 1956, so that the Records Management Division of the National Archives and Records Service became the Office of Records Management. All of this has been told by others in greater detail.² The development of other archives — those of business, of churches, and of colleges and other institutions, as well as of State and local governments — has paralleled that of the Federal Government.

Though the establishment of most of our institutional archives has taken place largely within the past 20 years, the beginning goes back much further. Many business firms in this country had improved their filing systems before World War I, but they were plagued with a record problem after that war. During the war they had expanded their facilities to meet the wartime emergency. After the war some of them engaged so-called "efficiency experts" to make studies and recommendations on a number of problems, including

² Wayne C. Grover, "The National Archives at Age 20," in *American Archivist*, 17:99-107 (Apr. 1954); "Annual Report of the National Archives and Records Service," in Administrator of General Services, *Annual Report for the Year Ending June 30, 1957*, p. 3-5; Theodore R. Schellenberg, *Modern Archives; Principles and Techniques*, 71 (Chicago, 1956). See also the series of articles on investigations of record practices in the Federal Government, in *American Archivist*, starting in April 1958 (21:159-192), especially Bess Glenn, "The Taft Commission and the Government's Record Practices," 21:277-303 (July 1958), and Robert W. Krauskopf, "The Hoover Commissions and Federal Recordkeeping," 21:371-399 (Oct. 1958).

that of record management and particularly the disposal of large accumulations of records no longer of current utility. The recommendations of these "experts" often provided for the destruction of nearly all the extant records and advised business management to start all over again with a less complicated bookkeeping and record-making system, with fewer forms, and with some standardization. This advice was given in the hope of reducing the quantity of records created.

By 1929 or 1930 the controllers of a few large manufacturing companies arrived at some definite conclusions. This was only after a series of trial-and-error experiments. The Firestone Tire & Rubber Co., for one, established in 1929 a record retention and disposal system and compiled a manual in accordance with the new system. The manual provided for the retention of certain records for specified periods of time; and this first retention and disposal schedule, with succeeding changes made as they became necessary over the years, is still in use today, some 30 years later.

During the early 1930's the then chairman of the company, Harvey S. Firestone, and his son Harvey S. Firestone, Jr., now chairman of the board of directors, began to fear that some records of permanent value were not being properly safeguarded or preserved. They planned to have a history of the company written sometime in the future, and they believed also "that certain records would be of value to the management for reference in making decisions regarding current business problems as they arose." These decisions would be based on past experience in similar situations, for they believed, "History often provides cheaply experience which originally cost dearly." They felt sure that valuable records were being disposed of too quickly without proper evaluation.

Consequently I was engaged as Firestone's historian and archivist. I had been for a number of years curator of history and State Archivist at the (then) Ohio State Archaeological and Historical Society in Columbus. My task was to establish at Firestone an archives department for the proper care, arrangement, and description of records of permanent value. This work, begun in 1937, has been continued since then, and has always been done in close cooperation with the record manager.

The archives of business, as you will agree if you consider their volume, function, value, and significance to the student of modern society, are on a scale and of an importance to be compared with the archives of the State and national governments. The records of modern business are of increasing importance to American his-

torians. And the emergence of business statesmanship is creating a new appreciation of business history as an aid to management.

Oliver W. Holmes, vice president of this Society, has long been interested in the archives of American business. He was chairman of the Committee on Business Records of the Society 20 years ago, and I was a member of his committee. In 1938 Dr. Holmes published an article on business records in the *American Archivist*, and at our annual meeting in Dearborn, Michigan, a few years ago, he read a paper on the same subject.³

Just before our entry into World War II, Dr. Holmes wrote a letter to me in which he said:

In these times it is more apparent than ever that the records of business represent a vital portion of our historical source materials. As wars become more and more an industrial matter, business records become as important as the records of military organizations to the historians appraising a nation's defense effort. The plane factories and other industries with government contracts are, from one point of view, arms of the government, with the line between government archives and business archives a theoretical one only. The historian of the future certainly cannot stop at such an imaginary boundary.

In 1944 Stanley Pargellis, director of the Newberry Library in Chicago, read a paper before the Economic History Association in which he said:

The value of corporation records to the historian needs no justification. . . . It is impossible to understand the factors in the rise of the United States as the first industrial and financial power of the world without the basic materials now hidden away in warehouses, in vaults, or being burned. . . . Writing the economic history of the United States between the Civil War and the First World War without corporation records would be like trying to write its political history without the files of executive and legislative departments. It has been done, but the result is too often sketchy, inadequate, and full of misinterpretation. To do a good historical job on any subject we must see it from the inside as well as from the outside.⁴

But where and how are all these business records to be preserved? At first the librarians and historians believed that noncurrent business records and the records of defunct companies could be deposited in libraries. Arthur H. Cole, librarian of Baker Library,

³ Holmes, "The Evaluation and Preservation of Business Archives," in *American Archivist*, 1: 171-185 (Oct. 1938), and "Some Reflections on Business Archives," *ibid.*, 17: 291-304 (Oct. 1954).

⁴ Pargellis, "The Corporation and the Historian," in *Journal of Economic History*, Dec. 1944 Supplement, p. 29. See also G. N. Clark, *Business Archives as Materials for the Historian*, a pamphlet published Nov. 15, 1937, by the Council for the Preservation of Business Archives, London; and R. C. Overton, "Problems of Writing the History of Large Business Units," in Business Historical Society, *Bulletin*, 22: 22-35 (Feb. 1948).

Harvard School of Business, wrote an article based upon years of study and experience of this method of preserving such records.⁵ He came to the conclusion that the depositing of large collections of business records in libraries was *not* the answer. He found that there were a few good depositories and that some of these had excellent collections, but he also found that in many cases the collections were so large and unwieldy and were so seldom consulted or used by students of economic and business history that few libraries could afford to give the records enough shelf space to house them properly. So Dr. Cole suggested another solution, and that was for business firms to preserve their own records of permanent value in company archives.

Over the years a few companies have established their own archives and have put trained people in charge of them. But on the whole American business corporations have yet to be shown or convinced of the wisdom of preserving their own historically important records. Many of them are adopting the recommendations of record management consultants, who have demonstrated that some solution of the disposition and control of records is expedient and practical. But are we, as members of this Society of American Archivists, aware of the actual number of companies that have such programs? Here is a field in which more work and investigation can be done. A member of my staff recently conducted a survey of 55 or 60 large companies in this country that were known or believed to have record administration programs in operation or to be in the process of establishing such programs. The percentage of return on his questionnaire — about 87 percent — was surprisingly large. But unfortunately, even of the firms on this select list, he found that only about half have made any provision for the preservation or care of permanent records, or what we call archives. He found that a scant 15 percent had archivists as well as record managers, and three firms reported an archivist only. The returns indicated that most of these companies consider less than 5 percent of their records to be of permanent value, although one firm preserved somewhat over 10 percent of the total.

Occasionally it has been pointed out in magazine articles and elsewhere that business records have value to management in the conduct of its day-to-day affairs as well as value in the writing of corporation histories. And I am happy to be able to say that this subject is receiving the attention of some archivists who are publish-

⁵ Cole, "Business Manuscripts; a Pressing Problem," in *Journal of Economic History*, May 1945, p. 43-59. See also Robert W. Lovett, "Property Rights and Business Records," in *American Archivist*, 21: 259-269 (July 1958).

ing the results of their investigations and studies in the *American Archivist*. I refer specifically to Robert Lovett's recent article, in which he says, "For the large modern corporation the only effective way to meet its record problem is to embark on a complete record management and archival program."⁶ But these articles and writings are either not well circulated or not heeded, for the above statistics reveal the startling fact that American business firms are *not* preserving records of enduring value, or at least are not safeguarding them properly. American business men, as a whole, have not yet been shown how valuable their own records can be to them, when the records are properly organized and administered by a trained archivist.

The business archivist can be of great service to management once management comes to the conclusion quoted above: "History [from their own records] often provides cheaply experience which originally cost dearly." In order to accomplish this service, however, the archivist must have certain qualifications. The business archivist should have considerable academic training in history, political science, or related subjects such as economics and statistics. He should know the content of the records in his care and have them under control for ready reference and daily use by administrative officials and others in the organization. After some time he will have gained valuable experience of the use, both administrative and historical, of records in his custody. The fund of knowledge thus gained will better enable him to perform what is probably the most difficult of an archivist's tasks; that is, the *appraisal and selection* of records for permanent preservation.⁷ As a rule the record manager and the controller (or other officer of a company charged with the preparation of record manuals and retention schedules) do not wish to select personally the records of "historical" value to be preserved. They therefore will call in the archivist, whose experience is such that he can and must exercise his judgment on what to preserve.

The business archivist must not only have basic academic training

⁶ Lovett, in *American Archivist*, 21:259-269 (July 1958).

⁷ This, of course, is as true in government as in business archives and as true in England as in the United States or any other country. See *Report of Committee on Departmental Records* (Grigg Report), June 18, 1952, published in 1954. This 87-page report on the status of public records in England was presented by the Chancellor of the Exchequer to Parliament by command of Her Majesty, July 1954. It was accepted with minor reservations and led to the publication in 1958 of a "Provisional" *Guide for Departmental Record Officers*, 39 p. On page 28 of the Grigg Report it is stated that "by far the greatest problem in selection is how to determine in advance the potential historical or other nonadministrative value of documents to posterity."

but he must also know the organization and the workings of his own company. After some experience he will know the needs of the officials and others who have occasion to refer to records in his custody. He should continue his studies in history, political science, economics, statistics, or whatever field he feels is most needed for self-improvement and for keeping himself up-to-date. He ought to be able to attend the meetings of professional associations and otherwise to keep abreast of changing times within his own and allied professions.

Jay R. McKee of the Firestone Archives had an M. A. degree when he was employed; yet he is continuing his training by attending evening classes for credit at a nearby university. His courses include history, political science, and economics. The company pays his fees. We recognize that his previous training was not so complete as he or we wish it had been, and this additional training is important to us. It will enable him to serve the company better as archivist in the years to come and to improve his standing in the profession.

Not all companies or corporations can have both an archivist and a record administrator. This may not be possible for one of several reasons, perhaps the nature of the business or the size of the company. Some firms preserve records of permanent value in a library or in the vaults of the company's secretary if the firms are not large enough to afford an archives department. But there are literally hundreds of business corporations in the United States that can afford to set up their own archives if they are shown how to do it or if they are persuaded that a program for the proper care of their permanent records will pay them great dividends in the long run.

In recent years we have witnessed the rise of the record management specialist. The vast quantity of records produced by modern business has opened a fertile field for him. Some of the leaders in this field have called the attention of businessmen and corporation executives to the magnitude of the record problem and have shown in interesting and convincing publications — often quite graphically — how, by engaging the services of a record consultant, the company can destroy vast quantities of noncurrent records and thus save large sums of money.

Many of the consultants are primarily concerned with the destruction of so-called useless records; that is, records that have served their usefulness in the ordinary conduct of business and have satisfied the statutes of limitations or other legal requirements. Some of the consultants pay lipservice to the preservation of a small

percentage of records, which they usually refer to as "historical," but few of them, I fear, ever try to persuade a client to make provision for the establishment of an archives department. In this the business record movement has failed up to now. It has failed to produce significant results in the form of positive archival programs in our leading companies. And so the pendulum swings, and swings far in the opposite direction; that is, far from what the historian and the archivist thought and advocated for the care and preservation of business records a decade or so ago. There needs to be a wise control over disposal but *this is only the first part of the task*.

The National Archives is careful to protect records of permanent value while engaging in the other phases of an overall record administration program. But so far, with a few notable exceptions, this has not been true in business.

Now do not misunderstand what I say. I am fully aware of the vast quantity of paper produced in the current operation of business today, and I know that the record manager and analyst performs an important and necessary function. The record management officer for the City of Baltimore writes in his current annual report:

as records increase in volume they usually become more complex and because of this growth in complexity it becomes necessary to control the records from the time they are created until they are no longer required. The records management field today covers more than the storage and disposal of noncurrent records; it is extended to the place where the records manager can assist all agencies of a government, in the control, revision or elimination of certain current records and to help determine what are the more efficient and economical procedures in their daily use.

He is correct in making this statement. But let us also look to the future. Let us not fail to provide adequate material for the historian of the future in what might become a midcentury revival of the post-World War I "efficiency expert," who too often threw the baby out with the bath!

The Cataloging of Microfilm

By RICHARD W. HALE, JR.¹

Boston University

DURING the past year the compilers of the projected "Guide to Photocopied Historical Materials in the United States and Canada" have had unusual opportunities to see how microfilms are handled in the United States and Canada. Not only has the editor personally visited many institutions, but still more institutions have sent him, as a form of report to the Guide, photocopies of their catalog cards and other working records. The result has been to build up a body of information about current practices and to show what good practices need to be more widely known. The purpose of this brief article is to spread the knowledge of good practices.

First on the list is the careful recording of whether microfilm is negative or positive. For the difference between these two kinds of microfilm is equal in importance and parallel in kind to that between the plates from which a book is printed and the book itself, since it is from the negative — often called the master negative — that copies are normally made. The Guide is particularly interested in this distinction since its purpose is to give the locations of master negatives.

Next in importance is the recording of the location of the originals of documents. For many documents are far from their logical homes; and, no matter how good the photoreproduction, there are times when only an inspection of the original will serve the purpose of the scholar.

There are several ways of recording this information. Perhaps the best that has come to our attention is the system evolved at the Historical Society of Pennsylvania. There, catalog cards for microfilm follow a definite pattern. On the card is printed, in large but faint red letters: MICROFILM. This does not obscure the text of the card, but it differentiates such cards from all others. The information given on the card follows a definite order. First comes a list of the contents of the film, as if it were any other body of manuscripts. Second comes the location of the originals that were

¹ Dr. Hale is editor, for the Committee on Documentary Reproduction of the American Historical Association, of a projected "Guide to Photocopied Historical Materials in the United States and Canada."

copied. Third comes information about the master negative: its length and mm. width and its location, whether at the Historical Society of Pennsylvania or elsewhere. Fourth, in the case of a positive, comes a description of the positive, noting any variations between it and the master negative. The Guide will follow this order of entry.

A typical card, for the imaginary papers of an imaginary person, in the native state of the fictional George F. Babbitt, might run thus:

Smith, Zenas Q. 1799-1898.

Papers, 1762-1903. 6 bundles, 40 bound volumes.

At Winnemac Historical Society, Zenith City.

Master negative at University of Winnemac, Zenith City.

45 reels.

Positive copy, bound volumes only, 42 reels, Winnemac State Archives,
film 941.555.66.

This order of entry, it will be noted, brings to light omissions in recording that would not be so evident if a different order were followed. It also allows the same card to be used in more than one institution, for the card used by the holder of the master negative can be used by holders of positives with only a minor addition.

Another point concerning this card may be noted. It presupposes that microfilm reels are arranged by subject classification and not by accession number. For this there appears to be sound reason. If films are arranged by accession number, there is, it is true, economy at the start. No one has to dream up subject classifications. But soon the advantages are outweighed by the disadvantages. The bulk of film held grows, and it is found that material on very different subjects is accessioned together while material on the same subject may be spread far apart. It can even happen that a run of film comes in two or more lots, separated by material that has been accessioned in between. It therefore seems wiser to treat film as one would books or a body of manuscripts that is expected to grow and to be prepared to interfile the newer material. It is not difficult to move reel boxes about in a cabinet, far less so than to move books on shelves.

In the actual preparation of film for reference use, there are two devices that are great timesavers. The first is to make sure that what is recorded about a film is on the top of the reel box, where it can be seen. The best possible method is to paste a sheet of paper over the top and side of a reel box, with the top containing the essential information, abbreviated if necessary, and the side containing additional explanation. Anyone who has pulled out box after box

by the top, to see an identification on its side, will appreciate the importance of this.

Identification on the top of the reel box is not enough, of course. Each reel of film itself should be adequately identified. Of course there should be a target on the film, to act as a table of contents. But targets, when full, can be read only in a reader. There should also be, visible to the naked eye, an indication of what is on each film. This can easily be done; for it is possible, in several ways, to write on the leader of a film. This is done by the Genealogical Society at Salt Lake City and makes their film, even their 16-mm. film, easily identifiable.

These may seem rather trivial suggestions. But any archivist who has wrestled with an extensive body of microfilm will recognize their value as timesavers.

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The Case *for* Microfilming

By MARGARET M. WEIS¹

Western Electric Company

JERRY McDonald's article entitled "The Case Against Microfilming"² might better have been called "The Case Against the Misuse of Microfilming." The present article aims to show certain human failures in microfilming that can lead to hasty conclusions such as Miss McDonald's and to explain how these failures can be prevented. Some of Miss McDonald's criticisms are, of course, justified. Microfilming *has* been oversold, and the overselling *has* been harmful. Microfilming is a useful tool, but it is not the answer to every record problem.

Users of microfilm equipment should be given more information about the uses and limitations of microfilm so that they can avoid the costly errors that often result from inexperience in this relatively new field. Many problems, to be sure, will arise in filming particular types of records that the manufacturers, suppliers, salesmen, camera operators, and even microfilm "experts" can hardly be expected to anticipate. On the other hand, there are many pitfalls about which a customer can be warned in advance.

One of the most useful publications in the field of microfilming is the Department of the Army's Technical Manual no. TM-12-257, *Microfilming of Records*, available from the Superintendent of Documents, Washington, D. C., for 50 cents. Although this manual covers, for the most part, the use of specific microfilming equipment and the problems peculiar to that equipment, it includes two appendixes that are of tremendous value to users of the type of equipment discussed and that are of general interest to all users of microfilming equipment and services. Appendix 1, "Camera Operator's Guide," includes a "Trouble Chart" designed to enable the

¹ The author is Clerical Methods Planner, Western Electric Co., Inc. She has based her article on her own experience over a period of 17 years as supervisor responsible for the microfilming of approximately 200 kinds of records of the Western Electric Co. (more than 5,000,000 exposures) on 100-ft., 16-mm. microfilm. The microfilming was done in some cases to conserve storage space through destruction of originals but in most cases to provide duplicate copies for security storage at a distant location.

A joint committee of the Western Electric Co. and the Bell Telephone Laboratories is now studying the applicability of precision microfilming to the reproduction of engineering papers.

² *American Archivist*, 20: 345-356 (Oct. 1957).

camera operator to determine the probable cause of certain mechanical difficulties and gives detailed instructions how, in some cases, simple corrective action can be taken by the camera operator. Appendix 2, "Film Inspection Guide," describes and illustrates the defects to be looked for in the inspection of processed film, identifies their probable causes, and prescribes remedies. Also extremely valuable is the standard nomenclature, which should be used in explaining machine difficulties and film defects to suppliers' repair-service organizations.

Everybody involved in a microfilming operation would benefit from wider dissemination of information of this kind. Instruction manuals containing such information should be prepared and distributed by suppliers to all users of their equipment. Prepared by or for a particular user, such a manual is not generally available to others except as a special courtesy.

Constant electrical voltage is essential for high-quality microfilm copies — a fact that the writer learned only through experience. But the difficulties that arise from fluctuating voltage can be eliminated by setting up the microfilm equipment in a permanent location served by a separate electrical line or by installing constant-voltage transformers on camera equipment that must be moved from place to place.

The making of paper copies from microfilm in the event of a major catastrophe such as an atomic bomb attack would be, as Miss McDonald points out, a real problem, especially for companies that cannot afford to have their own reproducing equipment. In this case it is probably true that the advantages of microfilm for protection against bomb damage have been overemphasized and that this has generated too great an enthusiasm for microfilm as a means of duplicating business records for protection. How paper reproductions are to be obtained quickly from microfilm if there is widespread destruction of originals has not been much discussed, probably for the reason that until very recently processes now known were not developed. In considering microfilming for security, the business or industrial client should ask: Who will make the reproductions from the microfilm, in an emergency? How long will it take to reproduce in paper form the records that our company will need? How much will it cost? What will be our position of "priority" for such reproduction?

On the other hand, it must be admitted that a microfilm copy is better than no copy at all. It is a relatively inexpensive form of insurance, the film is available for reference, and the original records can be reconstructed from the film. Such reconstruction may not be

easy; it may take a long time; it will be expensive. But the information is there and can be extracted eventually from the film.

Most of the other criticisms made by Miss McDonald in her article are unjustified. For instance, her statement on the legal status of microfilm, "If you encounter . . . [a judge] who has had a bad experience with film, he may reject it as primary evidence," is misleading. It would have been more accurate to add, "in which case, a foundation would have to be laid for introducing the film copy or a reproduction made from it as secondary evidence if the original records had been destroyed."

In most of the cases of failure of a microfilm project cited by Miss McDonald, it seems to me that the client rather than microfilm was at fault. It is not fair to build a case against microfilming by using illustrations that clearly indicate that the customer misused the microfilm process. Companies that have "stopped filming because of the loss of detail in both taking the film and reproducing it afterwards" should have made sure that they were able to get legible microfilm and legible reproductions from the microfilm before embarking on a large-scale project. Misuse of microfilming with the expectation that it is going to perform miracles and pick up details that are obscure on the original records is not a "case against microfilming," but rather a reflection on the judgment of the people who selected a medium that was not adapted to the needs of their companies or the quality of their records. Abandoning microfilming because it is not adapted to a specific group of records is like giving up all ice cream because you can't stand pistachio flavor.

The reference to microfilm copies in an engineering group raises again the question whether the records involved actually lend themselves to retention on microfilm only. Indiscriminate microfilming is always a mistake. No records should be microfilmed with the idea that microfilm copies will be used in lieu of the originals unless it has been ascertained that the film copies will be convenient for the kind of reference to which the records are normally subjected. Obviously a set of records to be used by a group of engineers who find it necessary to see and compare a dozen drawings at the same time should be retained in original paper form. This again, however, is not a case against microfilming, but a case against the *misuse* of it.

Most original drawings (tracings) are customarily filed apart from their supporting papers. But if reference copies of drawings are filed with supporting papers for convenient reference, then such drawings should not be segregated for microfilming by themselves. If reference to records filmed after such segregation is inconvenient,

this should not be counted as a disadvantage of the microfilming process. Before any records are microfilmed, the way in which the film copies are to be used must be carefully considered.

The "irate chief engineer," whose drawings included significant colors that did not show up on microfilm, should have directed his wrath not against microfilm but rather against the people responsible for setting up the microfilming program. The job should not have been started until the significance of the colors had been established and provided for. This is elementary in a microfilming project.

The company that balked at the cost of a microfilm reader was straining at a gnat after swallowing a camel. It does seem that a company that is able to spend money to have records microfilmed by an outside concern should be able to afford a reader, which costs around \$500 to \$750. There are, however, less expensive readers available, which are entirely adequate for normal use with records up to legal size. If a man who hires a secretary balks at buying a typewriter for her to use, is this a case against having a secretary?

Other illustrations appear to show that the customer in question mismanaged his microfilm project. The case made is against poor managers rather than against microfilming. As to the danger of putting film in the wrong box after reference, since when have engineers become file clerks? Why shouldn't the file department be responsible for finding the filmed records for users and refiling them after such use?

Adequate labeling should be provided in any case. No microfilm service organization (whether within or outside the company whose records are affected) is doing a good job if it does not take the following precautions:

1. Photograph a reel number (which will be legible without magnification) at the beginning and the end of each roll of film;
2. Scratch or mark the reel number on the spool on which the film is wound;
3. Scratch or mark the reel number on the can in which the spool is stored; and
4. Mark the reel number on the carton in which the roll or can is stored.

People who do not require their files — whether paper or microfilm — to be properly labeled are asking for trouble; and those who do not set up proper safeguards to ensure that files properly labeled are kept in good order should not be entrusted with the supervision or handling of company records in any form.

Users of microfilm should be subject to the same rules as those who use paper records, and the same kind of control should be exercised to ensure that the rules are observed. Don't blame the micro-

film because an absent-minded employee (who shouldn't be doing filing in the first place) puts it into the wrong carton. This is the same person who will put a letter into the wrong folder and put a folder into the wrong file drawer and put a binder on the wrong shelf.

The argument that records in constant use can't be released for microfilming is specious. When it is decided that microfilming is the quickest and least expensive method of duplicating records in constant use so that the microfilm copies can be stored at another location for protection, some way can always be found to release them for the relatively short time required for the microfilming operation. If microfilming is rejected, how does Miss McDonald suggest that the records are to be protected? A file of rate cards, for instance, of which only one copy exists? Is there any other duplicating method that would be easier, quicker, or less expensive? Is there any other duplicating method that would make it unnecessary for organizations using the records to release them for the time it takes to duplicate them?

Filming the reverse sides of documents is a most interesting subject, to which an entire article could be devoted. Such filming can indeed be time-consuming if the camera equipment in use is not adapted to the kind of records being filmed. This takes us back to the need for more helpful and informative sales and instruction booklets and more extensive preliminary investigation by the prospective client. The most modern, streamlined equipment, designed to photograph both sides of a document simultaneously, may prove to be less than ideal when the filming jobs to be handled are complicated — when different kinds of records are to be filmed, some large and others small, some on thick paper and others on thin, some with writing on one side only and others with writing on both sides, some with two sides designed for book-turn and others designed for tumble-turn.

The changes and adjustments that are necessary to photograph records of different reflective qualities, on different colored paper with different colored inks, and so forth, should prevent the camera operator from becoming bored, instead of inducing boredom, as Miss McDonald suggests. Not all such differences require adjustment of the camera on all kinds of microfilming work. There are many types of records microfilmed for protection that contain colors having no significance whatever or that are on colored paper for which only a single camera adjustment has to be made at the beginning of the job. Any such adjustments should add an element of interest to the work.

If, because of boredom, the operator speeds up (an unlikely result if I know my psychology) and produces poor copy, this is not a case against microfilming but a case against an incompetent, uninterested, or ill trained and inadequately supervised employee. A well trained and properly supervised microfilm operator *expects* such complications and irritations. He does not become bored by them; he considers them all part of the day's work. It takes time and thought to instill such an attitude in a microfilm operator; but of course, unless this is done, the microfilming program will not be successful. The same can be said of any other job in shop or office.

Miss McDonald's arguments with respect to the inspection of processed film are but a house of cards built on a nonexistent foundation. Let us consider them one at a time: "After being filmed, the files are generally stacked away rather haphazardly to await the return of the film." To me this suggests poor management and untidy housekeeping rather than a case against microfilming. In a well managed microfilm service organization the records that have been microfilmed are maintained in their original order and are carefully set aside for quick, convenient reference should inspection of the processed film indicate the need for retakes or other corrective action. Another remark: "When it [the film] arrives, it must be inspected by a competent official of the firm." Here we see mismanagement in another form — not a case against microfilming. Now we send the president out to buy paper clips instead of leaving the job to the employee who was hired to do it. Do "competent officials" proofread the work done by typists and stenographers? Do they refigure reports completed by calculating machine operators?

Depending on the extent of the microfilming activity, processed film should be inspected by (a) the camera operator, with occasional spot checks by his supervisor, (b) the supervisor immediately responsible for the microfilming operation, or (c) a microfilm inspector, in a large microfilming group. A fast non sequitur follows: "This close, thorough scrutiny is very important, very slow, and very boring so that eventually the inspection receives progressively less attention until it is neglected entirely or turned over to some junior clerk." A strange way for a "competent official" to handle a "very important" piece of work! Actually, the inspection of processed microfilm is too important to be entrusted to a "competent official" (whether he becomes bored by it or not) or to be turned over to "some junior clerk." Such treatment is unfair to the film, unfair to the official, unfair to the junior clerk, and most un-

fair of all to the people in the organization who are responsible for handling the details of the microfilming job.

The inspection of processed film should properly be as close as possible to the actual microfilming operation (whether the photographing is done on the company's premises or outside, by the company's personnel or by another firm under contract). Inspection is, in fact, inseparable from the filming process. Processed microfilm should be inspected by employees who are familiar with the problems involved in the handling of records and the microfilming equipment. Such employees should be trained to look for and recognize faults, to analyze them and determine their cause, to know what remedial action should be taken and by whom so that similar faults will not appear on future jobs. There are probably more than a hundred different kinds of faults, any of which might show up on a roll of processed microfilm — due to camera trouble, film defects, careless processing, reader defects, operator error, defects in the original records, or other causes.

Inspection of this sort can be very interesting and a source of continual education to the personnel in the microfilming group and can have great future value from the standpoint of improving the condition of the original records, the quality of the microfilm images, and the speed and ease of handling the entire microfilming project. We all probably, at one time or another, make the mistake of thinking that because a thing bores us it bores everybody. This is not true. Regardless of how dull an activity may appear to be from a distance, or to someone who knows little or nothing about it, it can become intensely interesting when it is explored in depth.

Miss McDonald's tale of mismanagement (which she calls "a case against microfilming") ends on a sad note: "The result is that many companies aren't in a position to state positively that they have honest, legible copies of their records." Companies that have set up microfilming programs *should* be able to state positively whether or not they have honest, legible film copies. They should also be able to state positively whether they are going to be able to get honest, legible paper facsimile reproductions from the microfilm if such copies are needed. Unless they are assured on these points, they will be simply wasting their time and money on a microfilming project.

As for the cost of retakes, Miss McDonald asks us to "consider the experience of one Los Angeles financial firm that filmed 2,300,000 documents and carefully inspected the finished product. As a result they had to find and retake 35,000 documents. The finding and retaking cost more than the original run." The same thing

happened in New York City. In such cases, blame people, not microfilm. If, from the beginning of the project, a close watch had been kept on the quality of the completed film, if each reel of completed microfilm had been carefully inspected immediately after processing, if the faults had been analyzed in detail to determine their cause, if remedial action had been taken during the course of the job — the staggering number of retakes would have been unnecessary.

Where was everybody while all these errors were being made? We can assume that the retakes involved microfilming errors rather than faulty original records because the article indicates that the records in Los Angeles had to be found and rephotographed, and the New York City job also involved finding and refilming the documents involved. It is simply not good business practice for a concern to enter into any project costing thousands (or hundreds of thousands) of dollars without setting up an effective procedure to ensure, on a day-to-day basis, the quality of the service that is being rendered.

"Some people distrust microfilm." Yes, and some people distrust central files and centralized record storage. They may or may not have good reason for their feeling, but distrust of microfilm copies does not constitute a case against microfilming. It is related instead to the fact that a service performed in a quiet, efficient manner by cheerful, properly trained, adequately supervised employees who are interested in their work will inspire confidence, whereas a poorly managed service will inspire distrust. It makes no difference whether we're talking about microfilming or haircutting. Any microfilm project is foredoomed to failure if it labors under the disadvantages of inadequate supervision, untrained personnel, users of film copies who do not know the "ground rules," and organizations made responsible for records to be microfilmed but not required to follow definite procedures in handling them.

As for microfilming costs, it is true that under certain circumstances the cost of microfilming a given set of records may equal the cost of storing them in original form for 70 years, as Miss McDonald says in relating the experiences of some companies. It is also true that under other conditions the cost of microfilming the same records or different records of the same company may be no more than the cost of storing them in original form for 10 years. So many factors enter into the computation of such costs that the mere statement of a conclusion has no meaning unless all of the conditions are known.

Many people are overwhelmed at the thought of "preparing" records for microfilming; that is, putting them in correct order;

removing clips, staples, pins, or other fasteners; and mending torn papers. Whether the cost of such operations should be charged against the cost of microfilming or whether it should be considered a natural consequence of previous filing indiscretions is something that each organization must decide for itself. *Of course* it takes time to assemble records for microfilming. In many cases the persons responsible for maintaining the records to be filmed can be instructed in advance how to prepare them so that such annoying steps as the removal of fasteners and the mending of torn sheets can be eliminated or reduced to a minimum at the time of microfilming. Small sets of papers stapled together or cards fastened with linen hinges can be microfilmed on some machines without removing the fasteners.

As to colors, only those that have special significance require color coding. Originators of records that are to be microfilmed should be advised to eliminate the use of color wherever possible and to substitute symbols, such as brackets, for red ink as a means of distinguishing negative figures.

Files should be maintained in proper order at all times whether they are to be microfilmed or not. Torn papers should be mended at the time the damage occurs, and the cost of such mending at the time of microfilming is not a proper microfilming cost. Whether the removal of fasteners, clips, and pins constitutes a legitimate expense to be charged to microfilming or whether most of the fasteners should have been removed at the time the records were originally filed is a matter that must be determined by the organization involved.

Some of the factors that affect microfilming costs are the following:

1. The kind of records involved.
2. Their purpose.
3. The kind of reference made to them.
4. The frequency of reference.
5. The persons who use them.
6. The size of the individual papers.
Are they of uniform or variable size? Is the variation frequent or occasional?
7. The thickness of the individual cards or papers.
Are they of uniform or variable thickness? Is the variation frequent or occasional?
8. The volume of the records.
9. The way in which the writing stands on the page.
Is it parallel with the short dimension or the long dimension, in a uniform or variable direction, with frequent or occasional variations?

10. The number of sides to be photographed.
Is there an intermingling of one-sided and two-sided papers? Is the change from one-side to two-side work frequent within a given lot? Is it easy to determine from the appearance of the first side or in some other manner whether the reverse side must be filmed, or must the operator look at both sides to be sure?
11. The kind of folders, binders, or fasteners used.
12. The thickness of the folders, binders, and papers.
13. The condition of the original records.
Are they clear and legible? Are there many fasteners (staples, pins, or paper clips)? Are the sheets folded or curled at the edges? Are significant colors used or is the paper of different colors? Are flyers pasted or stapled to the papers covering significant data?
14. The kind of microfilming equipment indicated.
15. The terms on which the equipment will be procured.
Will the equipment be purchased or rented?
16. The kind of film to be used.
17. The method of microfilming:
Standard (one document across the width of the film).
Duo (up one side of the film and down the other).
Duplex (backs and fronts filmed simultaneously).
18. The reduction ratio to be used.
19. The method of feeding — automatic or by hand.
20. The grade of the product required.
Not all records call for the same quality of product.
21. The grade, salary, and responsibilities of the camera operator.
22. The amount and nature of the supervision.
23. The kind of indexing required.
Some records are almost self-indexing.
24. The kind of inspection to be given the processed film.
25. The manner in which corrections and other retakes are to be made.
Comparable factors must be considered in judging the cost of storing records in their original form.

It is a good thing to find out what others have to say for or against a new process and to talk over our problems with those engaged in similar activities. But in the case of microfilming few generalizations can be made, few conclusions can be reached, on the basis of another company's experience. Each company and each organization within a company must decide for itself, first, whether records requiring extraordinary protection should be duplicated on microfilm or whether protection should be provided in some other manner; and, second, what savings, if any, can be realized by retaining long-term records on microfilm and destroying the originals and where the dividing line is in cost (for each type of record) between retention on microfilm and retention in the original form.

Records Essential to Continuity of State and Local Government

By KEN MUNDEN ¹

National Archives

THIS paper is concerned with the draft of a manual — “Preservation of Records Essential to Continuity of State and Local Government.” The draft has not yet been approved for publication but ought, if possible, to be perfected and issued.

It should be noted that this is not a manual for the wartime protection of archives, as distinguished from records in current use. We have, however, qualified our position with respect to archives in chapter 15, which discusses some of the considerations involved in the protection of cultural resources, in the form of archives, in the interest of the continuity of government after disaster. The first sentence of this chapter reads: “It should be apparent to the user of this manual that many of the types of records identified as essential to emergency operations or essential to re-establishment of normal government have archival as well as current administrative or reference values.”

Farther down, in the next paragraph, 15.1.2, we find this statement:

One recognizes, therefore, the difficulty of differentiating between a program to protect archives for the cultural values they possess and a program to protect records essential to continuity of government. In general, the holdings of archival institutions constitute the treasured records of government upon which historical research is dependent and in which the traditions and actions of government are revealed. However, many State and local archival institutions have accessioned materials (particularly those of comparatively recent origin) that not only possess archival values but would become indispensable to government's operations in an emergency. The records currently accumulat-

¹ This article is an adaptation of a paper read before the Society of American Archivists at the University of Utah, Salt Lake City, on August 16, 1958, as a part of a workshop presented jointly by the Society's State Records Committee and Microfilm Committee under the chairmanships of Robert Brown and Dorothy Taylor, respectively. Mr. Munden's paper was preceded by a discussion of “Continuity of Government Objectives,” led by Robert Y. Phillips, Director, Continuity of Government, Office of Civil and Defense Mobilization. It was followed by general discussion and exchange of ideas. The draft manual with which the paper is concerned was made available during the session; and participants were requested to send their comments on it to OCDM by October 1, 1958.

ing in government will acquire, in time and to a degree, the status of archives; and in this perspective is seen the virtual impossibility of divorcing a program for the protection of the one from a program of protecting the other.

I want to review briefly the position of the former Federal Civil Defense Administration on the matter with which we are concerned and to give some idea of the methods we have followed in accumulating our data.

"One thing has become very clear to me," the public record analyst of one State has written me in a personal letter. "Because of the interrelationship between State and local government in . . . [my State] and probably in other States, local governments cannot without costly duplication move into this protection program until the State government decides what it will protect." That many State governments are similarly uncertain, lacking knowledge of the plans of the Federal Government or of their neighboring States, is an important reason for compiling a list of State and local records that need protection. On the other hand the Federal Government must base its plans, in large measure, on those of the States — the proverbial vicious circle.

Last winter the National Archives and Records Service lent my time to the former Federal Civil Defense Administration to prepare the manual now under discussion. But the product is so much a result of the thinking of members of the Society of American Archivists that it all but meets the requirements of a former president of our Society, who suggested last March the possibility of having the proposed list of essential records drawn up in committee. "The committee could propose a nationwide plan," he wrote, "whereas if it is left to the individual states and localities we shall never come to any agreement as to program."

UNDERSTANDING THE PROBLEM

We are concerned with a problem that, because of recent international developments, is increasingly urgent. It is a problem about some aspects of which we know so little that we hesitate to deal with it at all. Most of us are so saturated with theoretical "know-how" in our work with archives — their creation, selective evaluation, and preservation — that we find it difficult to make an entirely new approach to records. Our attitude is reflected in the abortive efforts to build on data already available. One of our State archivists is speaking for most of us, I think, when he overemphasizes — and quite consciously — the importance for civil defense purposes

of work previously done in the course of comprehensive record management surveys. He writes:

We realize that in deciding upon records as being permanent, this does not necessarily make them vital records in the sense your agency uses the term. But vital records are to be found in the category of permanent retention records. . . . As a summary statement, we would say that an important beginning has been made, and from this the classification could be made as to which records are vital to the continuation of our economy.

I introduce this statement as an extreme example of our common tendency to apply the ready-to-hand criteria of record administration to the solution of a problem wholly unrelated to the normal objectives of record managers.

PREVIOUS EFFORTS TO "STANDARDIZE" SELECTION CRITERIA

The tangible existence of this manual is evidence that we who are concerned with the fate of our State and local records recognize the indispensability of some of them for government and feel that we cannot afford to wait longer before drawing up a standard against which all concerned may measure their requirements. Most of you will recall that some years ago the Federal Civil Defense Administration announced that consideration would be given to project applications requesting matching funds for microfilming essential city, State, and municipal records. So confident was FCDA of its ability to evaluate specific proposals for duplicating records that, despite its avowal that no criteria or standards had been established, it foresaw the possibility of considering each request for funds on its own merits. As most of you know, and as many of you could have predicted, FCDA discovered that it had erred. The lack of standards resulted inevitably in the presentation of irreconcilable proposals, and FCDA withdrew its promise to match State and local funds for the purpose of securing essential records.

But it by no means abandoned its belief that government could not and would not survive the total loss of its records. On the contrary, FCDA (influenced by the special committee appointed by this Society to work with it) had come to the conclusion that no program for the securing of essential government records would be successful unless the responsible officials of the United States as a whole could agree on the *kinds* of records that warrant the *kinds* of protection we have in mind. This conclusion has led the former FCDA and its successor, the Office of Civil and Defense Mobilization, to take upon itself the task of drafting the manual here under consideration.

COLLECTION OF DATA FOR THE MANUAL

Although this draft manual in recent weeks has had official distribution to civil defense officers in our States and Territories, and from them to many of you, it has not so far been openly discussed. The work that has gone on in OCDM in the last several months, as a preliminary to the production of the manual, has been essentially factfinding. The method employed was to have the responsible civil defense official in each State or Territory send to the national headquarters of OCDM all the materials pertaining to essential record preservation that he had accumulated in the course of his other activities. At the national headquarters we were acutely aware that at State and local levels the responsibility for record survival had devolved variously on the civil defense director, the State Archivist or comparable official, or a committee created especially for the purpose. In order that no possible source of information might be overlooked, each State civil defense director was required to consult with the State Archivist or comparable official before making his report.

The responses we have had, and our findings in the course of our field trips, indicate that the responsibility for assuring the preservation of records for civil defense purposes can be primarily assigned to the head of the State's audit, budget, or finance department; to the secretary of state; or to the State historian — if not to the State Archivist or the civil defense director. Needless to say, not all States had considered the matter important enough to fix the responsibility. As pointed out in the preface to our manual, however, many have given it serious attention since last February, when our own project was initiated. This has been an incidental result of our current activities.

Other States, which had given a great deal of attention to the problem a few years ago, have resurrected their long-buried findings; and these have proved useful to us. For example, the conclusions we have reached with respect to selecting essential municipal records are predicated in large measure on a 1952 survey of all of the records of a major American city that would be needed to assure the continuity of that city's government. The data compiled in that survey, which had been most painstakingly planned and carried out, had never been codified or analyzed. In another city, on the other coast of the country, the conclusions reached during World War II, at a time when there appeared to be some danger of attack, proved to be most valuable to our findings despite the fact that that city has no current program for the protection of its

records against nuclear attack. One State government disclaimed any knowledge of our objective or interest in it until the discussion revealed that an executive order issued in 1955 had required each department of its government to prepare a list of the records considered vital to continued successful operation in the event of disaster. The reports received under this order were so obviously to the point for our investigation that we left no stone unturned to get possession of them. Several hours were consumed in the necessary detective work. This resulted in uncovering the reports among records of the State's survival project team, which had put them to no use and had no plans for codifying and analyzing them.

ACHIEVING A BALANCE BETWEEN STATE AND LOCAL PLANS

As for the States and Territories that appear to have given due attention to the problem of preserving their records against disaster, only a few have given equal consideration to county and municipal records. This is perhaps the result of attempting to categorize the records that could be deemed essential as (a) those required to protect the rights and interests of individuals, (b) those required for effective emergency operations, and (c) those required to protect the rights and interests of government. These categories, since they are not mutually exclusive, have made it more difficult to relate the records of State governments to those of county or municipal government, function by function. The categories that OCDM has adopted are illustrated in our grouping of fiscal records or, as we identify them in the title of chapter 9, "Auditor, Comptroller, Budget, Finance, and Treasurer Records." In paragraph 9.2 we have listed, as essential to emergency operations of government, (a) the types of records created at State level, (b) the types created at county or comparable level, and (c) the types created at municipal or comparable level:

9.2 *Essential to Emergency Operations of Government*

(a) *At State level:*

- . Budget and accounting classification.
- Records of capital and operating budgets.
- Records of allotments of appropriations.
- Bond lists; other important records concerning State bonds.
- State audit reports.
- Work papers of current audit.
- Treasurer's current receipts and expenditures records.
- Treasurer's records of funds on deposit; of securities or investments; of general and revenue funds; and of other funds, to include trust and retirement.

(b) *At county or comparable level:*

- Records of capital and operating budgets.
- Records of allotment of appropriations.
- Work papers of current audit.
- Treasurer's current receipts and expenditures records.
- Records of deposited county funds.
- Files on current and unmatured bond issues.

(c) *At municipal or comparable level:*

- Records of capital and operating budgets.
- Records of allotment of appropriations.
- Work papers of current audit.
- Treasurer's current receipts and expenditures records.
- Records of deposited municipal funds.
- Files on current and unmatured bond issues.

The next main category lists, in paragraph 9.3, again at each of these three levels of government, the records essential to reestablishment of normal government; and the next, in paragraph 9.4, lists the records that are valuable, although not indispensable, to the reestablishment of normal government, again for each of the three governmental levels:

9.3 *Essential to Re-establishment of Normal Government*(a) *At State level:*

- Finance department's records of accounts receivable and payable.
- Minutes of State budget boards or commissions.
- Records of audit.
- Treasurer's disbursing and receiving warrants, payrolls, and invoices.
- Minutes of State boards of accountancy or the equivalent.
- Records of long-term State obligations.
- Tax records as follows: records of current delinquencies and taxes due with respect to bank and corporation franchise taxes, personal income taxes, personal property taxes, inheritance taxes, and business taxes.
- Minutes of proceedings of State tax commissions.

(b) *At county or comparable level:*

- Minutes of boards of auditors.
- Auditor's current accounts receivable; current memo accounts; current appropriation ledgers; and current general, fund, expense, and improvement ledgers.
- Records of audit.
- Records of long-term county obligations.
- Treasurer's check registers.

Current balances on taxes: delinquencies and taxes due.
Minutes of proceedings of county tax boards.

(c) *At municipal or comparable level:*

Auditor's permit registers containing records of deposits.
Minutes of boards of auditors.
Records of audit.
Auditor's fund and other ledgers, such as tax levy, corporate stock, contract, and assessable improvements.
Records of long-term municipal obligations.
Current balances on taxes; delinquencies and taxes due.

9.4 *Valuable, Although Not Indispensable, to Re-establishment of Normal Government*

(a) *At State level:*

Current records of taxes appealed or pending litigation.

(b) *At county or comparable level:*

Current original tax rolls; warrant copies of such rolls.
Assessor's block map tracings, land valuation maps, government survey plats, and other valuation records.
Current records of taxes appealed or pending litigation.
Tax sale and abstract books.
Certificates of purchase for property sold as taxes; and certificates of redemption.
Published notices of tax sales.
Assessor's current records of exempt properties, including but not restricted to charitable, religious, public, and veteran.

(c) *At municipal or comparable level:*

As applicable, same as (b), above.

Obviously, when the level of government creating a record is immaterial to the establishment of criteria, no effort is made to subdivide a principal category in that manner. For example, real estate title records are all kept locally, although usually in accordance with methods of recording prescribed by State legislatures; and these are listed, without subdividing by level of government, in chapter 29:

RELATING THE CATEGORIES TO PRIORITY IN PRESERVATION

A further advantage of our method of categorizing is seen in its relation to the order of priority for protecting the records of particular functions. This is illustrated by chapter 11, concerned with birth, death, marriage, and divorce records, or what we usually call vital records. In the introductory paragraphs of this chapter

we explain current procedures for the creation, maintenance, and disposition of vital records; and we list in paragraph 11.2 those essential to emergency operations of government. We suggest that the first priority in protecting vital records be given to the near-current records, which we regard as essential to emergency operations of government. The second priority could be given to those we find essential to the reestablishment of normal government; and the lowest priority could be given to the records listed, under paragraph 11.4, as "valuable although not indispensable." These criteria are as follows:

11.2 *Essential to Emergency Operations of Government*

(a) *At State level:*

Current (ca. 1880-date) centralized records of:

Births
Deaths
Fetal deaths
Marriage
Divorce

(b) *At county or comparable level:*

Current (ca. 1880-date) records of births, deaths, fetal deaths, marriage, and divorce, *to the extent that they have not been centralized at State level.*

(c) *At municipal or comparable level:*

If applicable, same as (a), above.

11.3 *Essential to Re-establishment of Normal Government*

(a) *At State level:*

All centralized records, whether current or noncurrent, of:

Births
Deaths
Fetal deaths
Marriage
Divorce

(b) *At county or comparable level:*

If duplicates only are centralized at State level, *all* original records, whether current or noncurrent, of births, deaths, fetal deaths, marriage, and divorce.

(c) *At municipal or comparable level:*

If applicable, same as (b), above.

11.4 *Valuable, Although Not Indispensable, to Re-establishment of Normal Government*

Registers, indices, and other aids to the finding or use of vital records, if not protected in priorities indicated in paragraphs 11.2 or 11.3.

Statistical data, other than those compiled by the National Office of Vital Statistics, derived from birth, death, marriage, and divorce records, when such data are extremely valuable and could not be re-compiled except at great expense.

SOURCES OF DATA

These examples illustrate the method followed in grouping specific kinds of records within their substantive or functional classes. The raw data that we have used, in determining the major classes to be considered and in deciding on the relative priorities to be suggested for particular kinds of records within each class, have been derived from the following sources:

1. The types of records suggested by those who have published papers on the subject in this country during World War II and in the postwar period.
2. Special studies previously undertaken in civil defense offices.
3. Schedules or instructions issued by State and other governments, usually in the form of lists prepared by State archivists or comparable officials.
4. Special reports prepared for FCDA in response to its request for materials.
5. The original applications for matching funds for record preservation submitted to FCDA by certain State and local governments.
6. The experience of the governments of foreign countries, provinces, and cities, particularly in Europe, that suffered severe losses of essential records during World War II.
7. A physical survey of the records of many departments in a limited number of State, county, and municipal governments.

As an example of a survey undertaken since the beginning of the FCDA project and inspired by it, one State has filed a full report on the essential records of counties, cities, towns, villages, school districts, and special districts (outside the principal city of the State). Illustrating the rapidity with which such a survey can be accomplished, the selection and evaluation of records for the purpose of that report were based upon (1) personal knowledge of employees of the Division of Archives and History who work full-time with local record officials; (2) prior studies of records in local offices made by the division; (3) recommendations on records to be preserved made previously by the division; (4) an on-the-spot evaluation made by division personnel of key records in approximately 40 local offices; (5) recommendations from a selected group of local record custodians; and (6) recommendations from officials in other State departments and agencies who are familiar with the records in local offices.

SCOPE OF THE DRAFT MANUAL

So much for the manner of presentation, our sources of information, and the methods followed in our research. But lest we fail to see the forest for the trees, we should remind ourselves to look at this program in the perspective of its probable cost. The manual, then, has an eye on those keepers of records who just cannot think of getting along without everything in sight. An effective, automatic stop in such cases, when the persuasive powers of archivists are unavailing, is the normal limitation of public funds.

Since this manual, when published, is likely to be used by administrators at all levels of government, I think we should ask ourselves whether they actually can make effective use of it.

Part I includes almost 20 pages of text on basic considerations. These are presented in 3 chapters. Chapter 1 argues the case for giving attention to the protection of records against disaster, chapter 2 outlines the preservation methods that may be adopted, and chapter 3 deals with the mechanics of protection. Part II, comprising chapters 4-6, sets forth standards for selecting the general records of government, and Part III, chapters 7-30, deals with the records of specific governmental functions. The chapters of this last part are arranged alphabetically for ready reference, and we plan to include an index in the published version. The chapters of Part III are as follows:

7. Aeronautics Administration Records
8. Agriculture Administration Records
9. Auditor, Comptroller, Budget, Finance and Treasurer Records
10. Bank-, Insurance-, and Corporation-Regulating Records
11. Birth, Death, Marriage, and Divorce Records (Vital Statistics)
12. Civil Defense Records
13. Commerce, Industry, and Labor Administration Records
14. Correctional Activities Records
15. Cultural Resources in Form of Archives
16. Education Administration Records
17. Employment Security Records
18. Fire Services Records
19. Health and Sanitation Services Records
20. Housing Administration Records
21. Military and Veterans' Affairs Records
22. Natural Resources Conservation and Administration Records
23. Occupational Licensing Records
24. Personnel Certification, Classification, Employment, and Retirement Records
25. Port, Harbor, or Marine Authority Records

26. Public Safety Records
27. Public Utility- and Railroad-Regulating Records
28. Public Works Administration Records
29. Real Estate Title Records
30. Welfare and Recreational Services Records

USE OF THE MANUAL ILLUSTRATED

Let us assume that our administrator has responsibilities for deciding which records within the general class of Public Works Administration must be preserved. Before he determines the particular method he will follow in securing his records, he needs to know the considered opinion of their value in relation to civil defense objectives. He finds this by turning to chapter 28. If he has special responsibility for water supply, he will note that the pertinent records of high priority as essential to emergency operations of government are listed as follows:

- Master water-planning maps and record cards.
- Distribution system maps; maps of water system showing location and sizes of water mains.
- Complete drawings and records of all dams, reservoirs, aqueducts, and related source-of-supply facilities.
- Complete drawings and records of all plants—filtration, pumping, and similar structures.
- Plans, locations, and complete data on all wells in use or available, pumps, and pump houses.
- Survey notes and water utility survey maps.
- Section maps of water system showing pumping stations, storage reservoirs, mains, gate valves, and hydrants.
- Pipe line maps or profiles.
- Shut-off maps.
- Water system maps showing bacteriological sampling points, and related records.
- Records specifying disinfection procedures.
- Pollution-control records.
- Water drainage, storage, irrigation, and conservation plans.
- Contract and record drawings pertaining to water facilities construction.
- Detail record drawings used in operation of water distribution system.
- Records of water consumption used in compiling statistics in water assessments.

Our administrator can thus easily develop a working list of records within his purview that must be preserved at all costs. He next considers the particular method that he will employ for the purpose. He finds in chapter 2 a discussion of the advantages and disad-

vantages of the principal methods: *vaulting*, in paragraph 2.2; *dispersion*, in paragraph 2.3; and *security copying*, in paragraph 2.4.

He probably will find that he must use a combination of these methods to protect all of the records he deems important. Undoubtedly he will want to evacuate — that is, disperse — some records in their original form, especially the essential records that are not often consulted. If he decides on security copying, he has a choice of preparing typewritten or photographic copies of reports and the like. If extensive copying is involved, he probably will decide on microfilming as the best solution. This last possibility may lead him to a full consideration of the advantages and disadvantages of microfilming, and he may at this point need to look into the normal uses of microfilming to see how they relate to his immediate purpose. Against this possibility our manual has provided, in Appendix G, an example of a city ordinance effectively relating security microfilming to current record management. In addition, Appendix I shows a good example of State legislation that defines the legal effectiveness of microfilm and other photoreproductions; and in Appendix H is an up-to-date list of commercial microfilm organizations.

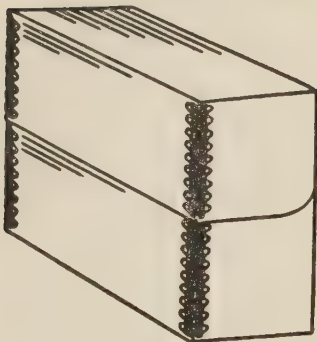
BROAD RESPONSIBILITIES FOR RECORD PRESERVATION

To those who will have more general responsibility for the planning and execution of a program to preserve records essential for continuity of government, the manual suggests the importance of prompt and coordinated activities. Factfinding is a prerequisite. We offer examples, in several appendixes, of factfinding methods actually employed in some of our States. Finally, "procedural" materials can become very valuable in a situation that requires a comparatively inexperienced staff to set administration going. As has been pointed out to me by more than one State official, the records that will tell us *how to get things done* and what our *standing operating procedures* should be, will, in some emergency operations, be much more important than the records of cases and transactions. We are so accustomed to depending on machines to think for us — in bookkeeping and accounting, for example — that many of us have lost the understanding of administrative processes that we must know if we have to do without the machines. Many have taken the extreme position that, should all other records be lost, government could be continued, resumed, or reestablished, so far as its documentation needs are concerned, if only the "procedural" materials survive.

CONCLUSION

The standards we have evolved reflect the judgments of all responsible officials in the Nation so far as we have been able to uncover them. The responsible agencies of all States have been given an opportunity to present their ideas. Their responses have varied from the frank admission that nothing has been done to the furnishing of precise and detailed lists of records deserving some kind of protection. Despite its shortcomings — and they are many — the manual at present constitutes the only codification that pretends to general applicability throughout the Nation. The extent to which it can be improved for final publication depends on the criticism and suggestions that are offered. Such criticism and suggestions should be sent in, through official channels, to the Office of Civil and Defense Mobilization. The urgency of our topic is manifest. Unless we preserve certain records there can be no continuity of government after a nuclear attack. If we select wisely the records we would save, government can probably continue without serious interruption.

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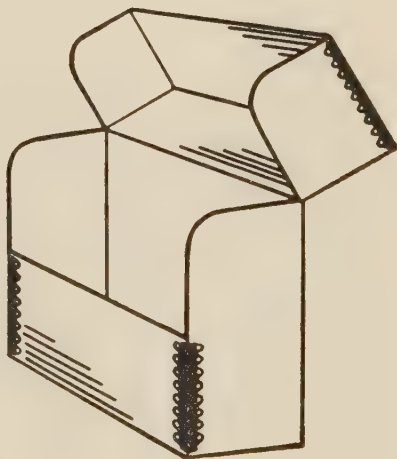
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Archival Backgrounds in New South Wales

By ALLAN HORTON¹

Public Library of New South Wales

SOME time ago in the *American Archivist* David S. MacMillan gave his view of the situation of archives in the State of New South Wales in 1956.² The following article is a documented statement of the historical background of the development of the State's archival organization. It will show that for almost a century the only body consistently interested in the preservation and management of both public and private archives has been the State Library, called the Public Library of New South Wales.

The library was the first institution in the State to preserve the records of Australian history. It had its origins in the Australian Subscription Library, founded in 1826; and by the 1850's it had developed a strong interest in Australiana.³ When well-informed men thought of establishing a record office they naturally expected it to be associated with the State Library. In 1882 J. H. Heaton, journalist, historian, and statesman, had suggested to the Premier, Sir Henry Parkes, the establishment of a record office at the State Library and the appointment "of a group of learned gentlemen . . . to select material for a Record Office from European sources."⁴ In the 1860's David Scott Mitchell had begun collecting Australiana concurrently with the trustees of the library, and in 1898 he officially announced his intention to give his collection to the State as the Mitchell Library, a department of the State Library.⁵

James Bonwick, who had the title of Archivist of New South Wales, went to England in 1884, and in September of that year he was writing to Premier Parkes, proposing that transcripts of material in London be preserved in the State Library.⁶ In 1888

¹ The author is Archivist, Archives Department, Public Library of New South Wales, Sydney, Australia.

² *American Archivist*, 20:49-55 (Jan. 1957).

³ See the printed catalogs of the Public Library of New South Wales.

⁴ Heaton to Parkes, Mar. 28, 1882, in Parkes correspondence, vol. 8, p. 106-109, in the Mitchell Library, Sydney.

⁵ Mitchell Library, *Historical and Descriptive Notes*, p. 3 (Sydney, 1936).

⁶ *Australian Encyclopaedia*, 1:179 (1925); Bonwick to Parkes, Sept. 19, 1884, in Parkes correspondence, vol. A-B, p. 703-706.

G. B. Barton, editor of the first volume of the *History of New South Wales From the Records*, suggested the establishment of a record office to house both departmental archives and transcripts of overseas material.⁷ In 1891 Bonwick similarly proposed the formation of a record office as a depository for all types of historical records of the State, local governments, institutions, churches, and private families. He proposed that it should also include a historical museum and a portrait collection and that an attempt should be made to have old colonists write accounts of their experiences for deposit in it.⁸ And in 1891 R. C. Walker, librarian of the State Library, was appointed chairman of the History Board.

In 1897 F. M. Bladen, the officer of the Government Printing Office who edited the *Historical Records of New South Wales*, was transferred to the staff of the State Library. In 1902 after Bonwick's death the question of a successor to the position of Archivist was referred to the trustees of the State Library. Bladen was nominated, but the work of transcribing the records was virtually ended by a minute of the Minister for Public Instruction: "I think the work should stop. It has already cost some thousands of pounds more than it is worth." Limited transcription did, however, continue.⁹

In 1902 Bladen went to Europe hoping to represent the Commonwealth of Australia at the proposed Congress on Historical Science. He visited archives in Britain, France, Belgium, Holland, Germany, Austria, Spain, Italy, and Portugal and examined the methods of housing, arranging, describing, and printing the records. Reporting to the Commonwealth Prime Minister, he wrote:

... it would appear to be a wise step on the part of the Commonwealth Government to take the transcription of these old records [those in the P. R. O.] in hand without delay, so that, when a Federal Library similar to the Congress Library at Washington is established, there will be ready at hand the authoritative records of the birth and adolescence of these new countries, which no printed or available books afford.

He spoke of these records as "Australian archives" and continued:

I beg to urge that the work of preparing the material for the establishment of a Commonwealth Archives office be undertaken without delay; that a complete investigation be initiated into the Public Record Office and the Departments of State in London, with the view of procuring the transfer of such original papers as the British authorities will consent to hand over to the

⁷ Barton to Garrett, July 26, 1888, in Parkes correspondence, vol. 6, p. 39-41.

⁸ Bonwick to Parkes, Oct. 2, 1891, in Parkes correspondence, vol. 5, p. 44-47.

⁹ Trustees of the Public Library, N. S. W., *Annual Report*, 1902; Trustees Minute Book, Jan. 13, 1897, Feb. 18, 1902, Jan. 16, 1903.

Commonwealth; and securing copies of others which they may be unwilling to part with.¹⁰

In 1914 Professor Henderson, a historian, visited Europe with an honorary commission from the South Australian Government to inquire into the collection, preservation, and classification of archives in Great Britain and on the Continent. He went to archives in England, Belgium, Holland, and Ceylon and corresponded with Doughty in Canada and Jameson in the United States. He was aware of the stricter meaning of the word archives but he recommended that a department of the South Australian State Library called the Department of Historical Records be established, saying, "It is not desirable in a new country such as this to separate archives and historical documents as they are now being separated in the Record Office and the British Museum in London."¹¹ His suggestion of a combined department was followed, but the name adopted was the Archives Department. By now the idea of the association of library and archival material was quite firmly established.

The State Library was the first institution in New South Wales to put forward a practical plan for the preservation of the public archives of the State. In 1911, not long after the founding of the Mitchell Library, the trustees of the State Library proposed to the Government that a separate Archives Office be established. This office was to be controlled by a board selected by the trustees from among their number. They proposed that legislation be passed establishing the office and fixing a salary for the Archivist almost equal to that of the Principal Librarian.¹²

The State Library was the first institution in the State to distinguish clearly between the State archives and other historical records. This clear distinction was not usual for that time in Australia. Dr. Watson, who was then a trustee of the State Library and who later edited *Historical Records of Australia* for the Commonwealth, moved the resolution; and it is possible that he initiated the distinction. Certainly in restricting *Historical Records of Australia* to official papers he made a significant advance over the methods used in the predecessor *Historical Records of New South Wales*. The trustees' proposal for an Archives Office was referred by the Premier to a committee of senior departmental officers, who reported in favor of an Archives Department but against its associa-

¹⁰ *Report on European Archives by Mr. F. M. Bladen, Barrister-at-Law*, p. 1, 3, 5 (Parliament of the Commonwealth of Australia; Archives, 1903).

¹¹ G. C. Henderson, *Report on the Collection, Storage and Preservation of Archives in Europe*, p. 4 and *passim* (1915).

¹² Trustees of the Public Library, N. S. W., Minute Book, June 20, Aug. 15, 1911.

tion with the State Library.¹⁸ Nothing happened. The Government did not establish a separate institution to care for its records.

The State Library has been the *de facto* archives of the State for the last 50 years. Because the Government did not establish an Archives Office, either within or outside the library structure, the trustees of the library had to keep on acting to save the records. From 1910 the Principal Librarian had the right to inspect "old documents" of all departments before their destruction. This was not a firm foundation on which to build a State Archives. But this right of inspection, the energy of successive Principal and Mitchell Librarians, and the reputation of the Mitchell Library itself as a repository of historical material for Australia and the Pacific area resulted in many, perhaps most, of the State's inactive records coming into its custody. Even with the library in the field, some material was lost. Two departments gave some documents to other States, a third department was in process of destroying all its records up to 1910 when the library intervened, and a fourth is believed to have dumped the records of the Principal Superintendent of Convicts, dating back to 1828, into the harbor of Sydney. Not long ago the library bought from a private person for 50 pounds 2 volumes known once to have been in the office of a fifth department.

It was logical to have the State Archives closely related to the State Library because of the actual situation, where the Mitchell Library, already established as one of the library's departments, contained material that must be used in connection with the records in the Archives. Furthermore, the only people with any experience in handling archival material within the administrative structure of the Government were on the staff of the State Library.

The question of the ideal place of an archives in the administrative structure of a small state is one on which there seems to be no general agreement. There is not even agreement on what the scope of a state archives should be. This is probably due to the different ways in which states have developed and to muddled, unscholarly thinking about what constitutes a state archives. In Australia, and particularly in New South Wales, archivists, some librarians, and a few historians have been particularly aware of archives in the last decade because in these years of rapid postwar development the storage of government records has for the first time become a problem to the departments that created them. It is doubtful

¹⁸ Report of Principal Librarian, July 16, 1914, in Papers re proposed Archives Act, Public Library, N. S. W.

whether, to all but a few State officials, the problem of official archives is anything but a question of storage; only 5 years ago arrangements were being made to have the public records of New South Wales stored by the Government Stores Department and the Government Real Estate Office. This is not the only example of storage-centered thinking. Although, as Mr. MacMillan says in his article, interest in Canada's public records goes back to 1872, when the Canadian Government first appointed an Archivist, it was reported in 1951 that "completely inactive and inaccessible [Canadian] public records . . . stored by the Department of Public Works at present occupy 350,000 square feet of floor space."¹⁴

Because of this lack of appreciation of the true value of records to government as well as to posterity the New South Wales Archives is admittedly far below the ideal in storage facilities, staff, and finance. And the last should be first. Mr. MacMillan has attributed this lack primarily to the failure of the New South Wales Government to establish a separate archives repository in the 1890's and to the recognition of the State Library as the State's archival repository. If, however, the library had not interested itself in the establishment of an archives and if it had not acted to save records in danger of destruction, it is doubtful whether today there would be even as effective an archives system as the library now provides.

New South Wales was founded as a penal colony, and until well into this century its people generally wanted no reminders of its origins. Although the overwhelming majority were not descended from transported convicts, a few people had an interest in the suppression of records. Bonwick reported a rumor that records were destroyed in Sydney to protect the interests of such people.¹⁵ It does seem likely that convict records were deliberately destroyed. In a *Report of a Board on the Disposal of Convict Records*, dated September 3, 1901, there is a statement that "about thirty years ago" the Colonial Secretary authorized the withdrawal from all country police offices of the convict records, consisting of indents, tickets of leave, punishment registers, and the like, which were called into Sydney and destroyed.¹⁶ Certainly at the turn of the century people were reticent, if not sensitive, about the convict origins of the colony. The History Board, which was responsible for the publication of *Historical Records of New South Wales* and which included the professor of history at Sydney University, de-

¹⁴ Canada, Royal Commission on National Development in the Arts, Letters, and Sciences, *Report*, 1949-51, p. 113 (Ottawa, 1951).

¹⁵ James Bonwick, *Writing of Colonial History*, p. 11.

¹⁶ Colonial Secretary Despatches, 1902.

cided that in returns and statements in the records "a blank line be inserted wherever a convict's name appeared."¹⁷ In a review of volume 2 of *Historical Records of New South Wales*, the principal Sydney newspaper revealed an ignorance and a lack of interest in the preservation of records that was probably typical of most people in the colony. After criticizing the inclusion of "a quantity of the dreariest public correspondence," it continued:

. . . the whole thing has been conceived on an excessive scale which neutralizes the talent of the historian and exposes the community to ridicule. There is no historian worthy of the name who will not go himself to the original documents for what he wants; and those documents are not so perishable that they need to be printed. The Records Office of this Colony, the British Museum, the Admiralty archives, and other depositories will still contain the public papers, and family papers of real value are not likely to perish in neglect.¹⁸

There was in fact no "Records Office" in the colony.

With such attitudes common, one could not expect to find any great public demand to have records preserved for posterity. No demand came from the departments, either. Fortunately the older departments had room enough to store most of their own records even until 1950 although, like departments elsewhere, they did not always look after their records as well as they might have done. Bonwick reports that in the 1860's he was "directed by the then Colonial Secretary to a room, destitute of any article of furniture, upon the floor of which lay a vast quantity of Papers, cast in thither, apparently as the refuse of Public Offices, but in which was discovered some valuable documents."¹⁹ These were probably the records of the Colonial Secretary's Office — the office of the "Keeper of the Records."

At first, the archives transferred from departments to the State Library were processed as library materials, with no distinction made between them and other manuscripts. It is easy to condemn this practice, but it may be understood when we remember that the only material being transferred was that which departments wished to discard. This meant that odd volumes and parts of series had to be organized. When the State Library began to receive accessions in series and became aware of the essential differences between archives and other library materials, about 1945, it began to process them as archives are processed today. So the position was that the library was recognized as the State's archival institution but

¹⁷ History Board, Minutes, Apr. 28, 1893.

¹⁸ *Sydney Morning Herald*, Jan. 20, 1894, p. 4.

¹⁹ Bonwick to Parkes, Oct. 2, 1891, in Parkes correspondence, vol. 5, p. 144.

there was no record retirement program. The State still did not have an Archives Department in the modern sense. The library had, however, preserved invaluable records of the foundation of Australia. It was therefore not surprising to find that after World War II, when office space became scarce, the Government, without consulting the State Library, established record stores, in which a number of departments kept their records. These were textbook examples of what happens in unsupervised stores. It is probable that the records in these stores would have been allowed to age and then have been destroyed, either by direction of officers who did not realize their value or by one of the many natural hazards of fire, water, vermin, and disorder. This has not happened because State Library officers and especially the present acting professor of history at the University of Sydney, M. Jacobs, took an active interest in their better preservation.²⁰

Before World War II librarians throughout Australia, realizing the special qualities of archives, had begun a movement for the clear distinction of archives from other library materials; and their proposals were for the most part for separate archives departments within the libraries. In 1940 the Australian Institute of Librarians, now the Library Association of Australia, made "Archives" the theme of its annual conference.²¹ This was on the eve of the fall of France, and after that no action was possible until victory was in sight. In the postwar years the trustees of the State Library again took up the question of archives legislation and government recognition of the value of State records. There was far greater interest in archives among librarians throughout Australia than in any other quarter. In 1949 a conference of Commonwealth and State authorities interested in archives included all the Commonwealth and State "national" libraries and the Australian War Memorial. C. E. W. Bean, chairman of the Commonwealth Archives Committee, stated the point of view of the conference when he said, ". . . the more I see of archival work the more I have come to realize that the archivists have an immensely important service to perform for the departments of government — providing as it were the final filing shelf in the whole government system of records."²² The questions dealt with by the conference included training, exchange of information, techniques, and legislation. It was also decided to ask the

²⁰ See, for instance, Miss Jacobs' article, "A New Approach to Departmental Records," in *Public Administration*, June 1955, p. 113-123 (Sydney).

²¹ Australian Institute of Librarians, *Proceedings*, 1940-42, p. 46.

²² *Report of Conference of Commonwealth and State Archives, 20-21st June, 1949*, p. 4 and *passim*.

Commonwealth Government to suggest that a prominent archivist come to Australia as a Fulbright lecturer. This led to the visit in 1954 of T. R. Schellenberg, now Assistant Archivist of the United States, in charge of the National Archives.

In the meantime, and independently, in New South Wales the Principal Librarian had persuaded the Public Service Board of the economies that could be achieved by associating record management with the archival activities of the State Library. The year 1953 saw the creation of a separate Archives Department of the library. It controls records stored in the State Library and in the Government Records Repository. The latter is a huge timber building, not air-conditioned or even fireproof, and should hardly be considered even as a temporary expedient. In using it the State is taking a risk. The State Library, on the other hand, is an ideal building on an ideal site, with room for expansion. The trustees hold land here, and they have persuaded the Government to have plans drawn for an archives addition to their building, which is both fireproof and air-conditioned. In time there may be an archives entirely separated from the library. But for the present the State Library is the only organization within the Government that can greatly influence it in the matter, and it is the agency to which the Government and the powerful Public Service Board look for advice.

Academic insistence, such as Mr. MacMillan's appears to be, on the setting up of a separate administration would confuse the single issue of better archives preservation and processing and especially would throw away a valuable site and a good chance for a secure repository in the near future. His proposal for a separate Archives Department, however, is more reasonable than his suggestion that the Mitchell Library, a great library of printed books and manuscripts of the Pacific area, should be turned into "an adjunct library" to an Archives Department. In the Australian context this is equivalent to a suggestion that a great and important part of the Library of Congress should be reorganized as an adjunct library to the United States National Archives, to which Mr. MacMillan would also give the manuscript collections of the Library of Congress. Incidentally we have in his suggestion an excellent example of the circle of argument that begins with the separation of archives from libraries and ends with the annexation of libraries to archives.

Although in the future there may be a case for the erection of a separate State Archives to preserve the records of the State's departments, Mr. MacMillan's proposal for a State Record Office to house not only State archives but all types of historical records,

including library materials, harks back to Henderson's report. Most archivists, librarians, and historians of New South Wales agree (as did Dr. Schellenberg) on the absolute necessity of separating Government archives from other records, whether they are in a library or not.

A state's archival organization should reflect the way in which the state's governmental institutions have grown. Any proposal to establish a record office not based on our traditions and history would further extend the days during which the New South Wales archives will lack "storage facilities, staff, independence of action, and finance."²³ It is interesting too that the Commonwealth National Library Inquiry Committee has recommended that the Archives Division of the National Library be established as a bureau under another department. It is not proposed, however, to make the National Library an "adjunct" library to the Archives. And while the opinion held by Dr. Schellenberg prevails, that archives should be administratively separated from other material at the national level, the same opinion accepts the view that at the state level there may still quite well be administrative association with physical separation and the accepted differences in method.

The Archives Department in New South Wales, in liaison with the Public Service Board, is concerned with efficient record management and the introduction of systematic disposal procedures in the State departments. It is also concerned with other departments outside the orbit of the board. By instruction, records are not destroyed without permission from the archival authority. The selection of records for preservation is not the responsibility of departmental officers except under schedules drawn up by the Archives Department.

Australia must solve its archives problems on its own terms and in the light of its own past. Even Dr. Schellenberg, who believes strongly in the separation of archives from library administration in the Federal Government, has said in his book, first published in Australia in 1956:

If funds are not available in a State for the establishment of a separate archival institution, the administration of its archives may well be combined with that of its library materials. . . . Such combinations may be made so long as the distinctions among the various types of materials, the methodology that applies to each of them, and the administrative requirements of an archival program are fully understood.²⁴

²³ MacMillan, in *American Archivist*, 20: 52 (Jan. 1957).

²⁴ T. R. Schellenberg, *Modern Archives; Principles and Techniques*, p. 20 (Melbourne, Australia, and Chicago, Ill., 1956).

The archival position in New South Wales is by no means ideal. There is no archives legislation, there is not enough satisfactory repository space, and there is a general lack of understanding by departmental officers of the benefits that good archives management can bring to government. These are the problems of the Archives Department today. It is, however, an indisputable fact that if the State Library had not interested itself in record preservation there would have been fewer records preserved and those records that were kept by the departments would have been stored in out-of-the-way places, without supervision, without care, and without hope that any competent authority would interest itself in their future. In judging the archival position of New South Wales today an unbiased observer must consider this.

The Future of the Archival Profession

By T. R. SCHELLENBERG¹

National Archives

ONE of the inscriptions at the Pennsylvania Avenue entrance of the National Archives Building quotes the line from Shakespeare: "What is Past is Prologue." This inscription has been used as the text of many public speeches in Washington. Its meaning for us is obvious. It implies that the past provides the knowledge we must have to understand the future. And it applies to the future of our archival profession, about which I am to speak to you today.

Although some archival work was done quite early in this country, the archival profession, as such, did not develop until rather late in our national history. In colonial times archival work was a matter of individual enterprise, a few persons going about to accumulate documentary materials for historical projects in which they were interested. The first organized efforts to preserve and make available the documentary resources of the Nation were made by three types of institutions: historical societies, libraries, and archives.

The historical society was the first type of institution to enter the field of collecting and preserving documentary materials, and the first historical society to be established in this country was that of Massachusetts in 1791. It was followed a few years later by the American Antiquarian Society, and a few years after that the New York Historical Society was formed. During the decade of the 1820's many State and local historical societies were established. By the outbreak of the Civil War 65 such societies had been founded in the settled parts of the country.

In the period after the Civil War libraries came to the fore as the custodians of manuscript materials. The library profession, as such, in the United States was developed largely in consequence of the stimulus given it by Justin Winsor, who was chiefly instrumental in forming the American Library Association, and by Melvil

¹ Dr. Schellenberg is Assistant Archivist of the United States for the National Archives. His paper contains the substance of a talk at the annual meeting of the Society of American Archivists in Salt Lake City, Utah, August 18, 1958.

Dewey, who developed the basic techniques of classification and established the Library Bureau, which concerned itself with improving methods and installing various new library systems. In the last two decades of the century library work was established firmly as a separate profession. Large manuscript collections were accumulated in various libraries of the country. Those of Harvard University, the John Carter Brown Library of Brown University, and the Lenox Library in New York City grew out of the activities of bibliophiles and collectors. The Manuscript Division of the Library of Congress, which took over the manuscript collections acquired by the Federal Government and maintained by the Bureau of Rolls and Library of the Department of State, was a governmental enterprise. On the West Coast somewhat later counterparts of the great eastern repositories were established in the Bancroft Library, the Huntington Library, and the Hoover Library.

Late in the last century a third type of repository appeared on the scene. This was the archival institution. In 1889, shortly after its establishment, the American Historical Association formed a Public Archives Commission, which for many years sponsored inventories of State archives and meetings of archivists throughout the country. As a result of its stimulus a number of State archival institutions, many of which grew out of historical societies, were established in various parts of the country; and finally in 1934, almost 150 years after the establishment of the Federal Government, the National Archives was established to preserve and maintain the valuable public records of the Federal Government.

At the present time there are over 500 sizable repositories in this country that are accumulating and preserving the documentary resources of the Nation. These repositories contain undreamed-of quantities of source material. The methods that have been applied to their management are a compound of those of the historian, the librarian, and the archivist. These methods are still evolving and have not yet been refined into a distinct discipline.

The developments within our profession can be elucidated further by examining the principles and techniques evolved in a particular repository. The first of these, as I mentioned before, was the Massachusetts Historical Society. On January 24, 1791, eight persons met at the home of William Tudor in Boston to form a society for "the purpose of collecting, preserving, and communicating the antiquities of America." Each of the members of the newly formed society contributed whatever manuscript resources he had. And from these small beginnings developed one of the most im-

portant manuscript repositories in the United States. Among the very early accessions of the society were the papers of two colonial governors, one from Massachusetts and the other from Connecticut; and the history of their papers illustrates, in part, how records were handled by the society.

The Thomas Hutchinson papers were derived from a number of sources. Thomas Hutchinson, Governor of Massachusetts between 1771 and 1774, was very much interested in the history of Massachusetts and collected both private and public documents for a history that he was writing in his home. In 1765 his house was pillaged by a mob; and the manuscripts that he had accumulated were thrown into the street, some of them trampled in the mud, and others destroyed altogether. His neighbor, the Reverend Andrew Eliot, gathered up as many of them as he could and took them into his home. Eliot's son gave the papers rescued by his father to the society, of which he was a founder. Other trunks of manuscripts of Governor Hutchinson, seized by the State in 1774 when the Governor fled to England, became part of the State archives. In 1821 these were reviewed by Alden Bradford, secretary of state, who removed certain private papers and deposited them with the Massachusetts Historical Society, of which he was a member. The Hutchinson papers, from whatever source they were acquired, were arranged chronologically, bound in three volumes, and indexed. This was the standard way of keeping private papers. Later the Hutchinson papers became a source of dispute between the society and the State of Massachusetts. Repeated requests were made to the society to return the papers, all of which were denied. Eventually, in 1873, the papers were returned to the State after the decision of an umpire, who was appointed jointly by the State and the society to determine which of them were of a private nature and which were deposited by Alden Bradford in 1821. Since the private and public papers had been bound together into volumes without regard to their source, the umpire decided that all of them should go to the State.

The other governor's collection, the fate of which I wish to review briefly, were the papers of Jonathan Trumbull, colonial Governor of Connecticut between 1769 and 1783. These papers were given to the Massachusetts Historical Society in 1795 by David Trumbull, the son of the Governor, in a fit of ill temper because the corporation of Yale College was lukewarm about receiving them. The papers were bound in 23 volumes and indexed. The State of Connecticut repeatedly urged the society to give them

up to it, claiming that they had more interest for the State of Connecticut than they did for the State of Massachusetts, but these requests were repeatedly denied.

Through the years the collections of the Massachusetts Historical Society became much larger. By the outbreak of the Civil War it had over 500 manuscript volumes in its custody, and by the end of the century this number had doubled. The collections spanned five centuries and included such important items as Winthrop's journal, the correspondence of Richard, Increase, and Cotton Mather, and a number of very important collections of manuscripts such as those of Prince, Belknap, Pickering, and Winsor. These materials represent one of the prime sources of historical information in the Nation. They were used by the most eminent of the American historians — by Jared Sparks, George Bancroft, George Ticknor, William H. Prescott, John Lothrop Motley, Francis Parkman, Justin Winsor, and others. The council of the society stated that the society was in a sense "trustees for the scholars of the country."

As the collections of the society increased in volume — and particularly as its pamphlet collection, which became very voluminous, increased in size — repeated attention was given to the growing need for space. As early as 1855 a standing committee of the society reported that it should "disburthen itself of much . . . of this mass of cumbrous matter not immediately akin to our pursuits." Just before the Civil War it was noted that the "shelf room was crowded to overflowing." In 1866 it was reported that the manuscripts already in the possession of the society "afford very little accommodation for the future additions." In 1889 the council of the society again reported the need of weeding and stated that "it is not the space, but the system, which is at fault"; it expressed the opinion that even if more space were available the society "should obtain no permanent relief with the present methods of accumulation."

Gradually the society accepted the enlightened principle, which is characteristic of any mature manuscript repository, that research resources should be held where they are most likely to be used. This principle was most succinctly stated by R. C. Winthrop, Jr., in 1890. He said:

I am aware that an idea prevails, in many quarters, that when a Society or an individual has come into possession of a mass of miscellaneous original material for history, it should be kept intact at all hazards; but, to my mind, a much broader view to take is to consider how far it may be appropriate, in the interest of historical research, to transfer portions of such material to

institutions immediately connected with the subjects to which they relate. In other words, the duty of providing the various classes of historical manuscripts with the fittest, the safest, and the most convenient homes ought, in my judgment, to be paramount to any selfish consideration.

In line with this enlightened view the society returned the Trumbull papers to the State of Connecticut, and John Hancock's letter books (which were really the first five letter books of the President of the Continental Congress and the Journal of the Congress of 1774) to the Manuscript Division of the Library of Congress.

At the turn of the century, in 1899, the president of the society, Charles Francis Adams, lifted the veil on the next century and made his predictions as to what would happen in regard to documentary materials. He said:

The accumulation of historical matter, it is to be remembered, progresses with ever-increasing rapidity. The word is a strong one, but to me the future is in this respect appalling to contemplate. We are to be bankrupted by our possessions . . . The progression has been, and is, geometric. At the same rate the accumulation of the twentieth century defies computation in advance, — it will altogether defy any nice classification or exhaustive cataloguing. The problem of the future, therefore, is not accumulation; that is provided for. It will go on surely, and only too fast. The question of the future, so far as the material of history is concerned, relates to getting at what has been accumulated — the ready extraction of the marrow. In other words, it is a problem of differentiation, selection, arrangement, indexing and cataloguing.

The future work of the archivist is determined by the character of the materials with which he will have to deal. These materials have certain characteristics that I wish to underscore: their volume, their organic character, and the diversity of physical class and type.

When Adams made his predictions about the future of the archival profession, the holdings of the Massachusetts Historical Society consisted of about 100,000 pamphlets and 1,000 manuscript volumes. These holdings are but a drop in the bucket when compared with those of present-day repositories. I estimate that the manuscript volumes contained about a half million single record items and comprised about 250 linear feet of records if kept under modern conditions of storage. Though I am not prone to measure the value of record materials in terms of volume, I should like to emphasize that the total volume of materials that had been accumulated by all repositories in the Nation at the turn of the century was quite negligible. The problem of mass with which the present-day archivist must deal is one of the main determinants of the methods and policies he must apply.

The second characteristic of recent documentation to which I wish to draw attention is its organic character. Instead of accumulating mainly the papers of eminent Americans, such as colonial governors, revolutionary patriots, the founding fathers, the Presidents of the United States, we are now accumulating the papers of organic bodies. The archival institutions established in the last half century, in fact, are concerned principally with records of organic bodies — governmental agencies, businesses, churches, learned institutions, and the like.

The third characteristic of recent documentation is its diversity of physical class and type. Instead of accumulating only textual and cartographic records we are now concerned as well with audio-visual records — still pictures, motion picture films, and sound recordings. Instead of accumulating mainly letters, we are now accumulating all physical types of records — account books, letter-press books, ledgers, questionnaires, and forms of all kinds.

These changes in the quantity and the types of materials with which we are dealing determine the methods and principles we shall have to apply in the future.

The first major change in the policies and procedures of the archival profession relates to selection and accessioning. From an age of scarcity we have come into an age of plenty. Instead of having a very small quantity of documentary material available for accessioning, we are now overwhelmed by its quantity — or “bankrupted by our possessions,” to use the words of Adams.

In an age of plenty the archivist must become far more discriminating as to the materials that he takes into his repository. In regard to modern records particularly — the records that are now being produced or that will be produced in the future — the archivist must be far more selective than he has been in the past.

For information on contemporary political, social, and economic developments the scholar is likely to look more and more to printed publications rather than to original documents. The volume of printed materials is so great that the scholar has difficulty finding his way among them, and it is an almost impossible task for him to go beyond the printed word in seeking information on some contemporary event or episode or on some social or economic condition of the present day. It is indeed questionable whether any but a very small proportion of the public records that are now being produced have any interest for the scholar and whether governments are justified in preserving any but a very small proportion of such

records. The job of appraising records becomes increasingly difficult as they approach the present day.

The wealth of documentation that is available to archivists has another influence on policies of selection and accessioning that I think is particularly important. When large quantities of material are available in the archivist's own backyard he needn't trespass on the fields of his neighbors to acquire additional materials. Archivists, in a word, will become selective in regard to the source of the materials that they take into their custody. If they are concerned with public records they will take in only the public records produced by the governments they serve, not those of other governments. If they are State archivists they will not be particularly interested in acquiring records of the Federal Government except those that are excess to the needs of the archival establishments of the Federal Government. Archives of one State will not be acquired by the archival institution of another. Similarly, there will be a division of labor in preserving research materials of a private nature; and private papers originating in one part of the country will not be accumulated by repositories located in another. Each institution will concern itself with the research materials that relate to the particular geographical area it serves. There will not be such a scattering of research materials as there has been in the past.

A brief reflection on what has happened in the past will bring out some of the problems that beset a scholar in carrying on research. Federal archives have been scattered among various research institutions. There is no important historical event or episode with which the Federal Government has been concerned of which all the records are to be found in one place. The records relating to the formation of the Union, for example, are found in many places. The records of the Lewis and Clark expedition (1803-6), which have recently been the subject of litigation, were found, during the preparation of legal briefs for the litigation, to be scattered among several repositories. A complete and full study of the Lewis and Clark exploration can be made only by referring to records that are now very widely scattered, though many of them are of public origin. Maps produced during the expedition, for example, are buried among files organized on a purely geographical basis without reference to their source.

The recent very laudable activities of private firms and organizations in publishing the documentary materials produced by eminent Americans, an activity sponsored by the National Historical Publications Commission, again reveals the extent to which private papers

are scattered. Those of Jefferson are in more than 50 repositories as well as in the hands of innumerable collectors and private persons. Similarly, those of all other eminent Americans have been widely scattered. One of the prime tasks facing an editor of personal papers is to locate them and bring them together. Obviously such writings are dispersed in the course of their production because letters sent are usually preserved, if at all, among the papers of their recipients. But even the main bodies of retained papers, such as those of Washington, have been through the course of the years scattered in many repositories. So eminent a historian as Jared Sparks, while editing the Washington papers, took the liberty of tearing apart a diary kept by our first President and giving a part of it as a memento to a friend.

The extent to which manuscripts have been dispersed is well illustrated by an incident described by Francis L. Berkeley, Jr., in a discussion before the American Philosophical Society of "The Problems of the Control of Manuscripts." Berkeley says that a distinguished teacher of history, Prof. William N. Bischoff, S. J., was studying the history of the so-called Yakima Indian War in Oregon, 1855-56, and that in order to obtain the information on this relatively minor border incident he had to obtain manuscripts from 42 repositories in the United States, Canada, Great Britain, and Europe — that his research led him "from Boston to Berkeley, from Victoria to Quebec City, from the Pacific to the other side of the Atlantic — to London, Paris, Lyons, Marseille, Fribourg, and Rome."

In the future it is likely that archival repositories will consider it their function to collect documentary resources in a more orderly and systematic manner; and if they acquire resources that relate more particularly to some other geographical area, they will make either copies or the originals of such materials available to archival institutions serving the other areas. One of the future developments that I see is a more rational, a more orderly, and a more enlightened policy of accessioning and a freer interchange of copies of documents among documentary repositories. The function of an archival institution, I believe, is not one of collecting and hoarding research materials, but one of serving the needs of scholars and other users; and these needs can be best served by having documentary resources preserved in the places to which they pertain and where they are most likely to be used. It is not the function of an archivist to complicate the problems of research by dispersing research resources; it is his function to bring them together.

The second major change in policies and procedures of archivists called for by the nature and quantity of the materials with which they must deal will relate to their methods of making archives and historical manuscripts available for use. These methods, of course, are primarily methods of description, resulting in the production of finding aids such as guides, inventories, catalogs, and indexes.

In the last century, when there was a paucity of research materials and when such materials were housed mainly by historical societies that served as libraries or by libraries themselves, the methods employed were primarily those of librarians. In the Massachusetts Historical Society, for example, the manuscript collections were usually bound in books, the contents of the books were indexed, and the books themselves were cataloged. If the manuscripts did not lend themselves to binding, the individual documents were handled separately and were separately cataloged. The standard procedure was to produce a catalog of separate physical entities, whether individual documents or volumes of documents.

This procedure could be followed so long as the quantity of the material was small. It is possible to give attention to each individual record unit when the units are few. But with the acquisition of great quantities of research materials of all physical types, new techniques of description should be applied. Essentially these are the techniques of collective description, that is, description of aggregates in single entries; and these techniques are essentially archival rather than library techniques.

In the future, I believe, all the descriptive processes that have been taken over from the library profession will be reexamined, and critical questions will be raised as to whether the methods that are now being followed are indeed well suited to making known the content and significance of manuscript collections. I am confident that by such a reexamination new methods will be developed that will be more suited to making known to scholars and other users the holdings of manuscript repositories than those that now exist. These techniques will enable archivists to describe their holdings in a reasonably uniform manner throughout the country and will greatly facilitate the interchange of information about holdings, eventually resulting in the creation of union catalogs of such holdings similar to those that now exist for publications. The guide to the manuscript repositories of this country now being produced by the National Historical Publications Commission will be a step in the direction of providing comprehensive information about manuscript resources; but it is only a first step, and in its production it

became quite evident that proper descriptive techniques were not being followed in many research institutions.

In the course of time archivists will create their own profession. It will be a profession with techniques and principles as well defined as those of the library profession but quite distinct from them. And these techniques and principles will be embodied in literature that will constitute the basis for a separate discipline — for separate training courses taught in library schools and universities.

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State Microfilming Programs

By DOROTHY K. TAYLOR ¹

Wyoming Centralized Microfilm Department

THE Technical Advisory Committee on Microphotography undertook, for its principal activity in 1957, a survey of the status of centralized microfilming activities in the 48 States. It was decided to query the States not only about their microfilming programs but also about the relation of microfilming to their archival activities and to their record management program, if any. All the responses were informative, but unfortunately some States made no replies whatever. By and large, these were the States from which the committee has had difficulty in obtaining information in previous surveys. No attempt has been made to recapitulate and incorporate the material presented in previous reports on the subject, notably the contributions of Lola M. Homsher, Mary Givens Bryan, and Dolores C. Renze.

The material presented here shows a remarkable disparity both in the use of microphotography as a tool and in the place it holds in a table of organization. A few States have highly developed microfilm programs, centrally organized and operated, with a real understanding of the distinction between archival, record management, and procedural purposes. The most advanced programs use microphotography for all three purposes. Most of the States, however, appear to be using microfilm in only one or two of its possible applications.

There appears to be a structural dividing line in most States that operates to prevent the centralization of microfilming. The archivist or comparable officer has authority to use microfilm for archival and historical purposes and sometimes to assist in record retention, but microfilming as a procedural tool for use with current records is usually the function of other agencies of the State government. Although some of the persons replying expressed the belief that microfilming may be overused and therefore may come into disrepute, most persons reported that they were overcoming pre-

¹ This article is the 1957 annual report of the Society's Technical Advisory Committee on Microphotography. The committee consisted of Dorothy K. Taylor, chairman, Martha B. Curtis, Leon deValinger, Jr., and William L. Rofes. Mr. Rofes, who has edited the report, is record manager of the Olin Mathieson Chemical Corp., New York.

vious objections to the use of microfilm and expected greater use of it in the future.

Alabama

The Microfilm Department is a unit of the Department of Archives and History. Owing to lack of funds, little microfilming is done. There is no charge for work performed. All State agencies may use the service, but some agencies prefer to do their own microfilming. No general record of material filmed is kept. The Director of Archives and History must approve filming if records are to be destroyed. The Director is also chairman of the county microfilm system that is being organized. Under this system the Director will determine which records shall be filmed.

[Information supplied by Peter A. Brannon, Director, Department of Archives and History, Montgomery 5.]

Arizona

Arizona's microfilm unit, part of its record management program, is under the Library and Archives Department. It serves all State agencies and makes no charge for work. Permission of both the cognizant department head and the Director of the Department of Library and Archives must be granted before records are filmed. Funds for the microfilm program have become available only in the last few years; consequently the program should be considered as still in the organizational phase. A great many records have been filmed, largely to clear out old accumulations and to put permanent records on film.

[Information supplied by Mulford Winsor, Director, Department of Library and Archives, Phoenix.]

Arkansas

No information.

California

California has no centralized microfilm program. A central record depository is maintained by the secretary of state. Statutory authority is available for the filming of records of births, deaths, and marriages 15 years after registration of births and 5 years after registration of deaths and marriages. A security copy of this film must be kept at a separate location, and the original records may be deposited in the central record depository.

[Information supplied by Paul J. O'Brien, State Archivist, Office of the Secretary of State, Sacramento 14.]

Colorado

Colorado has a well organized microfilm program. Statutory authority for the program rests on the Public Records Act and the Uniform Photographic Practices Act. These statutes have proved adequate so far, and no change is contemplated. The Central Microfilm Unit operates under the State Archivist as a unit of the Division of State Archives and Public Records. The staff is composed of one supervisor, four microfilm operators, and two collators. Administrative direction is by the State Archivist or her deputy. Equipment used includes two 35-mm. planetary cameras and two 16-mm. rotary cameras, plus supplementary equipment. The unit does its own processing according to National Bureau of Standards specifications. It works for all State agencies on a reimbursable basis — film, boxes, labels, reels, fixed machine charges (minimum of one day), and special collation (at collator's daily rate). Not included in the charges are supervision, administration, and the camera operation; these are absorbed as division staff functions. The reimbursable account has averaged \$10,000 to \$15,000 a year, increasing as the program advances.

The Division of State Archives is responsible for both the archives program and the public record administration program. The latter includes record management and microfilming. Determination on action rests with the Archivist, the attorney general, and the head of the agency concerned. All decisions are reached through the State Records Committee, whose members are the Archivist (chairman), the attorney general, the auditor, the treasurer, the controller, and one representative of the Governor's administrative office.

The following table shows the volume of work:

1. For the first 11 months of 1956 —
 - Over 1,000 photographic prints
 - 400 copy negatives
 - 700 facsimile prints
2. For the first 11 months of 1957 —
 - (a) 16-mm. work:
 - 40,000 feet (400 rolls) of film
 - 34,700 feet of security copies
 - Over 2,000,000 documents filmed
 - (b) 35-mm work:
 - 350,000 frames (400 rolls), of which 200,000 are newspapers filmed for the library of the State Historical Society and the rest are minutes of agencies, archival documents, and papers filmed for special projects

In all newspaper filming both a negative and a positive are made. For some newspapers additional positives are made. The Central Microfilm Unit handles all photographic and microfilm orders from the State Historical Society library on a reimbursable basis just as for any other State agency.

Major microfilm programs of a recurring nature are conducted for:

State Board of Education:	teacher certifications
Colorado Racing Commission:	parimutuel records (horse and dog)
State Board of Accountancy and Society of CPA:	minutes and examinations
Parole Department:	discharge and admission cards, calendars, and closed case files (penitentiary and reformatory)
Industrial Commission:	closed case files
Public Utilities Commission:	common carrier monthly reports
Denver Police Department:	annual arrest records
Department of Law:	closed estate cases
Civil Service Commission:	applications, certifications, correspond- ence, and minutes
Secretary of state:	defunct corporation records and the secretary's annual reports
Office of the Governor:	executive record series
State auditor:	annual reports

About 30 to 40 special programs will be undertaken each year, for example the filming of:

1. Newspapers — the *Boulder Daily Camera*, the *Colorado Springs Gazette*, the *Inter-Mountain Jewish News*, the *Denver Tribune*, the *Rocky Mountain News*, and others as selected from time to time.
2. Records of the Colorado General Hospital — X-rays, psychopathic case records, encephalographic charts, etc.
3. Accession records of the State Historical Society.
4. Archival records and materials needed for court evidence.
5. Manuscript collections.
6. Legislative reference materials.
7. Theses of the State's institutions of higher education.
8. County and municipal records — commissioners' minutes, ordinances, annexation records, records of the Territorial period, and other records of historical significance.

[Information from Dolores C. Renze, State Archivist, Division of State Archives and Public Records, 306 State Museum, Denver 2.]

Connecticut

Connecticut has no microfilming department. One is being considered as part of a record management program that is being

organized. There appear to be no statutes relating specifically to microfilming.

[Information from Doris E. Cook, Acting Archivist, Connecticut State Library, Hartford 13.]

Delaware

The Public Archives Commission of Delaware renders microfilming services to all State, county, and municipal agencies. The only charge made is for film; other costs are absorbed by the microfilm unit of the Commission. If an unusual amount of preparation is necessary to get records ready for filming, the agency holding the records is required to do the work.

Microfilming is done in connection with the public record administration program, headed by the public record examiner. His reports enable the State Archivist to determine what records are to be filmed in accordance with the applicable statutes. A law governs the filming of certain records: *Delaware Code Annotated*, Title 29, ch. 33, sec. 3330-3332.

Among the older records filmed are income tax returns, justice of the peace dockets, deeds, mortgages, and probate records. Current records filmed include bills and invoices of the State Auditor's and Treasurer's Offices, canceled checks, vital statistics, State Police criminal records, motor vehicle titles, arrest slips, personnel records of the Adjutant General's Office, and records of various boards and agencies. The Public Archives Commission has just begun to film the records of the Corporation Department of the Secretary of State's Office.

Centralization of the microfilm work in Delaware allows control of the quality of work and permits an archival point of view in the determination of filming for security or space saving. All the State agencies have cooperated with the Commission, and this has much to do with the scope and success of the program.

[Information from Leon deValinger, Jr., State Archivist, Public Archives Commission, Dover.]

Florida

Florida has no centralized microfilm unit nor does the State Library do microfilm work. There is a public record screening board — the secretary of state, the attorney general, and the auditor — to whom requests are submitted for permission to destroy public records. The screening board, in granting approval for destruction, may require the records to be filmed before they are destroyed. Some departments have specific statutory authority to

film records and then destroy the originals. These specific authorizations take the place of the screening-board procedure.

[Information from Dorothy Dodd, State Librarian, State Library Board, Tallahassee.]

Georgia

Georgia's microfilm program, established in 1951, works through two units: (1) a microfilm division in the Department of Archives and History (under the direction of the State Archivist) and (2) a second microfilm division (under the secretary of state), which occupies one floor of the new record center. The units operate under a joint appropriation, and additional funds are supplied from the regular annual budgets of the secretary of state and the Department of Archives and History. Studies authorized in 1956 and completed in 1957 have resulted in a recommendation to establish a central microfilming division in the Office of the Secretary of State. Planning of microfilm projects would be directed by the State Archivist. The secretary of state has requested an appropriation for a record management division to be supervised by the secretary and the Director of Archives.

Upon completion of the new Archives Building the two microfilm units will be quartered there. This will give the Director of Archives opportunity for more detailed supervision of the work. Other than the two formal microfilm units, only four agencies of the State microfilm records — the departments concerned with revenue, public health, welfare, and banking. These departments are not required to deposit film with the Archives Department.

Statutory permission has been given for microfilming records. Heads of State agencies must approve the filming of their records, county commissioners the filming of county records, and city councils the filming of municipal records.

The Director of Archives selects for filming the records of highest historical and archival value. The amount available for filming each year is \$30,000. With some outside assistance the two microfilm units produced 1,353 hundred-foot rolls during the fiscal year ending June 30, 1957. Among the records that have been filmed are: Georgia laws, senate and house calendars, bills, commissions of justices of the peace and notaries public, commissions of county officers, election returns, Corporation Department records, trade marks and charters, property tax digests, and county and district maps.

A program begun in 1951 is the filming of records of the State's 48 original counties, including records of the clerks of superior

courts and ordinary court officers. Some records are being filmed from the earliest date down to 1900: deeds, mortgages, land records, wills, records of marriages, returns on estates, superior court minutes, ordinary court minutes, guardians' bonds, administrators' bonds, and certain other important records. By the end of 1956 the microfilming of such records for 12 counties had been completed. Records of 4 other counties were microfilmed by August 1957. Much of the progress in 1957 was made possible through the help of the Genealogical Society of the Mormon Church, which provided three technicians to assist in filming county records. They have been working under State Archives direction. The society is giving the Georgia Department of Archives copies of its microfilms.

Film produced by State agencies is developed commercially, subject to Bureau of Standards specifications.

[Information from Mary Givens Bryan, Director, Department of Archives and History, 1516 Peachtree St., N. W., Atlanta.]

Idaho

There is no central microfilm department in Idaho although one is under consideration. Statutory provisions permit the filming of county records under certain conditions, provided that National Bureau of Standards requirements are met. Such films are admissible as evidence in court or in other legal proceedings.

[Information from H. J. Swinney, Director, Idaho Historical Society, 610 Parkway Drive, Boise.]

Illinois

An act of July 6, 1957, established a central microfilm unit as part of the Records Management Section of the Illinois State Archives. The unit works for all State agencies without charge. Materials must be prepared for filming by the agencies sending them to the unit. The State Records Commission establishes the rules and standards for microfilming. No records may be destroyed without the commission's approval.

[Information from LeRoy DePuy, Chief of the Archives Division, Illinois State Library, Springfield.]

Indiana

A central photographic laboratory has been established as a unit of the Archives, which itself is part of the State Library. The microfilm group serves all State agencies, but some confidential records are filmed by the cognizant departments. No charge is made for filming records in the State Archives. The films of such records

become part of the State Archives. For other work the charge is cost plus 5 percent. There is a record management program under the Commission on Public Records, of which the director of the State Library is secretary. The commission grants permission to film records.

During 1956 and 1957, 682,364 film images and 4,404 paper prints were made. Among the major series filmed were: correspondence of the Department of Public Instruction; vouchers, 1818-70, of the State auditor; G. I. training program papers of the Department of Veteran's Affairs; and newspapers, 1857-1924.

[Information from Margaret Pierson, Archivist, Indiana State Library, 140 N. Senate Ave., Indianapolis 4.]

Iowa

Iowa has no centralized microfilm facility, but the Department of History and Archives may film material at its own discretion.

[Information from Claude R. Cook, Curator, Iowa State Department of History and Archives, Historical Building, Des Moines 19.]

Kansas

Kansas has no central microfilm unit, but several departments microfilm their records. Each department determines what records it will film. The State Records Board approves destruction of the originals.

The Kansas State Historical Society completed filming the 1905 census records during the year. Because of a heavy program of newspaper filming, no other archival material was filmed.

The Purchasing Division of the Department of Administration, under the direction of H. H. Knouft, director of purchases, conducted a survey among purchasing agencies of the several States regarding the use of microfilm. The survey showed that:

1. There is a general preference for purchasing equipment rather than leasing it or contracting for services.
2. Two States (Oregon and Wisconsin) maintain central laboratories for processing the film.
3. There is a marked preference (5 to 1) for including the processing costs in the purchase of film. Apparently the feeling is that difficulties may arise if film is processed by anyone other than the supplier.
4. The requirement of U. S. Bureau of Standards quality was approved by a ratio of 2 to 1.

[Information from Robert W. Richmond, State Archivist, Kansas State Historical Society, Topeka.]

Kentucky

In 1950 a Records Control Board was established, with statutory authority to film public records but without a regular appropriation. A memorandum of the board made the Kentucky Historical Society the central microfilm agency, and the society was given an emergency appropriation for microfilming. In subsequent years, however, no money was granted to it; and by 1953 microfilm services of the various departments were usually financed by separate appropriations, with each department determining for itself what records should be filmed. There is no central control in Kentucky at present, and most microfilm projects are conducted independently of the Records Control Board. The society still maintains a planetary camera for its own needs and an automatic camera, which has been idle since 1953.

The Legislative Research Committee of Kentucky is now re-examining the problem of creating a State Archives. Such a recommendation is being supported by the Kentucky Historical Society, the University of Kentucky, and the Kentucky Librarians Association.

[Information from Charles F. Hinds, Secretary-Treasurer, Kentucky Historical Society, Old State House, Frankfurt.]

Louisiana

The Department of Archives at Louisiana State University functions as an autonomous unit of that institution. It is not in most respects a State agency; therefore it has no archival authority over the activities of the State departments. The Department of Archives uses the services of the microfilm department of the Louisiana State University Library. The Archives does hold some microfilm copies of manuscripts and archives, but this is an incidental rather than a major activity. The microfilm department of the university library has a large collection of microfilm, principally census records, newspapers, and university theses.

[Information from V. L. Bedsole, Head, Department of Archives, Louisiana State University, University Station, Baton Rouge.]

Maine

Maine reports no microfilm program and no true archival agency.

[Information from Harold I. Goss, Secretary of State, State Capitol, Augusta.]

Maryland

Centralized photographic reproduction is a function of the Hall of Records. Most of the microfilm work is done by the staff of the

Records Management Division. No independent centralized photographic department has been established. Some photostating and microfilming is done by a photographer in the Archival Division. The Microfilm Department works for all State agencies and now makes no charge for microfilming. Before July 1957, departments were required to pay for preparing documents for filming. This work is now done by the microfilm staff.

A determination of what records to film is usually made during the preparation of record retention schedules for each agency. These schedules are approved by the agency, the Archivist, and the Board of Public Works (the Governor, the comptroller, and the treasurer). During fiscal 1957, 54 rolls of film were completed. Approximately 1,783,000 images were on 16-mm. film, and just under 200,000 were on 35-mm. film. An additional 957 rolls of 35-mm. film containing over 750,000 images were received for inspection from clerks of court.

Some of the records filmed since 1956 have been: Board of Public Works minutes, employee's earning records, alphabetical index to income tax returns, closed cases of the Division of Vocational Rehabilitation, claim folders of the Industrial Accident Commission, legislative bills and resolutions of the General Assembly, land and probate records, and church records.

[Information from Morris L. Radoff, Archivist and Records Administrator, Hall of Records, Annapolis.]

Massachusetts

Massachusetts has a centralized program for the secretary of the Commonwealth only. The equipment is owned, but the film is developed commercially. The legislature makes an annual appropriation for film. When records are filmed for other departments, a fee is charged.

A 1949 act of the General Court made it mandatory for all registers to microfilm their records. County registers now film their records; one copy is removed for security storage and filmsort cards contain a second copy.

[Information from Albert West, Chief, Archives Division, Office of the Secretary of State, State House, Boston 33.]

Michigan

Centralized microfilming in Michigan is a function of the State Records Center of the Department of Administration. Microfilming services are offered those agencies that do not need equipment full time. Five State departments do microfilming on a full-

time basis: the Crippled Children's Commission, Department of Health, secretary of state, State Police, and State treasurer. The centralized microfilm program was begun in July 1956. It serves all State agencies and charges the agencies for the cost of film and processing. The Records Center is concentrating on the filming of old-age assistance warrants; this project will take almost 2 years. Since the microfilming operation did not begin until late 1956, these are the only records being filmed at the time of this report. Michigan has a statute similar to the Uniform Photographic Copies Act.

A State record management program was established by Public Act 178 of 1952. All record retention schedules are approved by the Records Center, the Historical Commission, the attorney general, and finally by the State Administrative Board.

[Information from Del Siadek, Records Center Supervisor, Department of Administration, Lansing 13.]

Minnesota

Minnesota has just begun a centrally administered microfilm program. Microfilming with State-owned equipment is the responsibility of the Central Services Division of the Department of Administration. The Central Services Division operates on a revolving fund and charges for its microfilm service. It serves all departments provided that the request for filming has been approved by the budget director and the Archives Commission. Records may not be destroyed after filming without the approval of the Archives Commission, of which the commissioner of administration is chairman. There is no intention to concentrate on photographing old records, nor is there a current plan to install procedural microfilming.

[Information from Robert M. Brown, State Archivist, Minnesota State Archives, State Office Building, St. Paul 1.]

Mississippi

A State microfilming department serves all State agencies. There is a plan to reorganize microfilming in Mississippi, and the responsibility may be lodged with the Department of Archives and History. The Department does not now do microfilming for all State agencies. For the work it does, no charge is made.

The Department is now filming 19th- and 20th-century newspapers. The 19th-century originals will be bound as a security measure. The 20th-century originals are being destroyed. House Bill 197, Laws of 1950, permitted the microfilming of records over 6 years old. The State Board of Public Contracts has the authority

to purchase microfilming equipment to handle this work for the various State departments. The Department of Archives and History needs only the authority vested in the Board of Trustees to film records. On June 30, 1957, the Department had about 150 rolls of film.

[Information from Charlotte Capers, Director, Department of Archives and History, Box 571, Jackson.]

Missouri

Missouri has no true archival agency. All filming is done commercially.

[Information from Floyd C. Shoemaker, Secretary, State Historical Society of Missouri, Columbia.]

Montana

In 1957 the State legislature failed to approve any funds for the Central Microfilm Department. The Historical Society of Montana has a 35-mm. planetary camera and uses it quite steadily. Two 16-mm. rotary cameras previously used by the Central Microfilm Department are being used by other agencies of the State with their own personnel and funds.

[Information from Richard Duffy, Comptroller, Historical Society of Montana, Helena.]

Nebraska

The Microfilm Department is controlled by the Purchasing Department. It works for all State agencies and charges a fee large enough to pay for supplies, labor, and depreciation of equipment. Each department decides what records will be microfilmed; the Purchasing Department has no authority in this matter. The destruction of original records is regulated by statute.

Some of the larger State departments microfilm with their own equipment. The Microfilm Department itself produces about 350 hundred-foot rolls yearly. The film is developed commercially.

[Information from Tom Coffey, Purchasing Agent, State Capitol, Lincoln 8.]

Nevada

The State of Nevada has no microfilm program yet. Some counties have microfilmed their records, but there is no complete index. The Nevada State Historical Society does neither microfilming nor photocopying. It concentrates on preserving the actual records.

[Information from Clara S. Beatty, Director, Nevada State Historical Society, P. O. Box 1129, Reno.]

New Hampshire

In the absence of an archival organization, the secretary of state and the State librarian share responsibility for archives. Records are retained in the department of origin. Statutory authority empowers the Governor to establish a centralized bureau for the reproduction of records, but this law has not yet been put into operation.

The State Library microfilms newspapers but does not do its own work. The Secretary of State's Department, the Bureau of Vital Statistics, the State Treasurer's Office, and the Motor Vehicle Department all microfilm some records. The New Hampshire Historical Society has no microfilm program.

[Information from Harry E. Jackson, Secretary of State, State Capitol, Concord; and Mildred Peterson McKay, State Librarian, State Library, Concord.]

New Jersey

The microfilm unit is a separate part of the Records Services Section of the Bureau of Archives and History, which is in the State Library Division of the Department of Education. All State departments are served by this unit and debited for the work done. The microfilm program includes the filming of both current and noncurrent records; the proportion is about half and half.

Microfilming must be approved by the Bureau of Archives and History. During the past year court records, vital statistics, and workmen's compensation records were filmed. Some departments continue to do their own microfilming under the supervision of the Bureau. The microfilm unit has four full-time and three part-time employees. The film is developed commercially, but the equipment is owned. Positive copies of the film are usually made after the negative has been inspected.

[Information from Roger H. McDonough, Director, Department of Education, State House Annex, Trenton 7; and Thomas Amelia, Head, Bureau of Archives and History, Department of Education, Trenton 7.]

New Mexico

New Mexico has no archives department, no microfilming center, and no centralized record management program. Microfilm copies have been made of the archives in the Office of the Secretary of State by the Public Welfare Department, State Land Office, State Retirement Fund, State Highway Department, and State Corporation Department. These State departments have been using microfilm to conserve space allocated to record storage. Some use their own equipment for microfilming; others use contract services.

State agencies in New Mexico have blanket authority for microfilming, the expenditure being subject to the State Budget Department's approval. All departments are required by statute to file film copies with the Office of the Secretary of State before destroying originals, but there is no provision for the filing of indexes.

[Information from Natalie Smith Buck, Secretary of State, State Capitol, Santa Fe; and A. J. O. Anderson, Associate in Charge, Departments of History and Publications, Museum of New Mexico, Palace of the Governor, Santa Fe.]

New York

There is no centralized microfilm department nor central archival agency in New York State. State records are controlled by the director of the budget, local records by the commissioner of education.

Usually an agency operates its own microfilming unit as an agency-wide service. About 16 of the major State agencies are using microfilm, chiefly for noncurrent records. The microfilming of current records, in terms of volume, is about one-third of the total film work done. Most of this work is done to reduce the large volume of current records.

There is a centralized record management program in the Division of the Budget, which operates on a decentralized basis within each agency. The State usually makes funds available for microfilming only if the records filmed are to be destroyed. The Administrative Management Unit of the Division of the Budget determines what records are to be filmed and on what basis.

Little microfilming is done unless the records have a retention period of over 20 years. In some instances, however, where the volume of records is large, microfilm is used as a space-saving device; an example is the filming of employer contribution reports, which are submitted to the Division of Employment as part of the unemployment insurance program. Although no specific legal authority is required, a record disposition authorization is usually needed before records are filmed. New York has the equivalent of a Uniform Photographic Copies Act.

On the State level, the types of records most filmed include: certificates of incorporation, vital statistics, engineering drawings of public sanitation installations, corporate income tax returns, oaths of office, personnel examination records, and bank examination reports. The State reports that resistance to the use of microfilmed documents is decreasing but that it has faced a problem in keeping trained personnel. A technical problem is created by the State's

inability to control the originals of the documents presented for filming.

Microfilming activities have been increasing steadily in State agencies. The State Library has two large-scale projects under way. One involves the filming of all bills introduced in the legislature since the early 1800's; the other is microfilming the Governor's bill jacket file, which indicates action taken in vetoing or approving legislation. The Department of Public Works has begun a new program of filming highway construction drawings and prints and architectural drawings of State buildings and facilities. The Department of Correction is planning to film all Bertillon identification records dating back to the late 1800's and other types of identification records, including personal appearance sheets.

Two projects are being planned for which no funds are yet available. The first, involving 8½ million images, will microfilm the annual statements sent to the Insurance Department by licensed insurance groups operating in New York State. The second will film unemployment insurance claim orders, amounting to between 8 and 9 million documents a year.

New York City has its own record management program. The use of microfilming in local government units in New York State is also increasing steadily. In 1957 practically all county clerks' offices began to microfilm motor vehicle registrations immediately after their issuance. This is one of the most remarkable statewide developments. Its success has helped make possible the successful installation of the New York State motor vehicle insurance program. In most of the counties microfilming is an independent project performed within one or more departments. In some areas work is done by commercial contract, and in practically all cases film is developed commercially. In local government units the equipment is owned either by a central department or by the department using it.

[Information from Howard W. Crocker, Associate Public Records Analyst, University of the State of New York, State Education Department, Albany 1; and Vernon B. Santen, Associate Budget Examiner, Division of the Budget, Albany 1.]

North Carolina

A record management program is one of the functions of the Division of Archives and Manuscripts in North Carolina's Department of Archives and History. A centralized microfilming program, one of the record management activities, serves all State agencies. With minor exceptions, records are now microfilmed only after all records of the agencies have been placed on retention

schedules. The schedules are prepared in the first instance by an archivist and the Records Center supervisor. Their recommendations are submitted for approval to the State Archives, the Director of the Department of Archives and History, and officials of the agency creating the records. The budget of the Department of Archives and History includes the cost of microfilming done for other State agencies. The microfilm program operates in conjunction with the Records Center. The staff is composed of four microfilm operators, three archivists, and one supervisor. The equipment is owned by the department, but the film is processed commercially. Two rolls of film are exposed simultaneously. One is returned to the agency that created the records, and the other is kept at the Records Center for security. During the fiscal year 1956-57, almost 4½ million images were produced, on 567 rolls. Except for 31 rolls, all work was done on 16-mm. film.

The types of records filmed include: paychecks, ledger sheets, income tax summaries, vouchers, closed cases of vocational rehabilitation, law enforcement officers' retirement records, accident registers, membership applications of the North Carolina Burial Association, vital records, payrolls, and financial records.

[Information from Christopher Crittenden, Director; H. G. Jones, Head, Division of Archives and Manuscripts; and Memory F. Blackwelder, Records Center Supervisor, Department of Archives and History, Box 1881, Raleigh.]

North Dakota

No information.

Ohio

There is no record management program or central microfilm agency in Ohio, nor was there (at the time of this survey) an established archives. State departments make their own microfilm arrangements, as is permitted under State law. Most filming is done by commercial firms. As an example of what is being done, the auditor is filming the older land records of the State, and the Highway Department regularly films quantities of records dating back as far as 30 years. Some of the Ohio counties are filming records, but this is not a general procedure. Neither the Ohio Historical Society nor any other agency coordinates microfilming.

[Information from John Weatherford, Manuscripts Librarian, Ohio Historical Society, Columbus 10.]

Oklahoma

The Archives and Records Commission of the State of Oklahoma was created by a statute of 1939, revised in 1947. Application for

microfilming and for permission to destroy records is made to the Commission. Authorization is given for: (1) destruction of records, (2) microfilming and destruction of records, and (3) microfilming and transfer of the records to the Oklahoma State Library. The decision is made after consultation with the State Librarian and Archivist.

The Microfilming Section, Archives Division, Oklahoma State Library, has statutory responsibility for microfilming records, archives, and other documents. This section serves all State departments, charging only for the cost of the film. Equipment costs and the salaries of machine operators are charged to the State Library budget.

The emphasis has been on microfilming noncurrent records. The microfilming of some records, such as election returns, has been kept fairly up-to-date. Authority to microfilm records may come from either the Archives and Records Commission or the State Librarian and Archivist. During the last annual period, most of the microfilming of noncurrent records has been concentrated in the State Industrial Commission, Land Office, Crippled Children's Commission, Vocational Rehabilitation Division, and State Auditor's Office. In addition, an early Territorial newspaper is being microfilmed to establish a complete file. The Uniform Photographic Copies Act was adopted in 1951.

[Information from Ralph Hudson, State Librarian and Archivist, Oklahoma State Library, Oklahoma City 5.]

Oregon

Oregon has a Centralized Microfilming Department in addition to the programs controlled by individual State agencies. The centralized department has 3 full-time employees. Other State agencies employ 11 full-time people and 24 part-time. All film is developed commercially. The centralized department owns its own equipment and is financed by a revolving fund, which was established in 1955 with an appropriation of \$13,400. State agencies repay the cost of service. Five State agencies have had their own programs for several years, one as early as 1947.

[Information from David C. Duniway, State Archivist, Oregon State Archives, Oregon State Library, Salem.]

Pennsylvania

Although there is a good deal of microfilming within the Commonwealth of Pennsylvania, the program is not centralized. The secretary of the Commonwealth has conducted a microfilming pro-

gram for 15 years and has now completed filming most of the older files. Security copies are stored at a distance from Harrisburg. Service on the larger record series, for example corporation charters, is rendered from the films.

The Bureau of Documentary Recording in the Department of Internal Affairs supplies microfilming services to State agencies on request, at approximate cost. Many agencies have their own microfilm programs. The Bureau of Land Records has embarked on a program of filming land records from the 17th century on.

The Office of Administration, within the Office of the Governor, includes the Bureau of Methods Management, which has as one of its functions a record management program. Laws dating back to 1941 permit State agencies to microfilm and to destroy records under pertinent regulations.

[Information from Henry Howard Eddy, State Records Officer, Room 221, Education Building, Harrisburg.]

Rhode Island

The Division of Methods and Office Services conducts a record management program, but little microfilming has been done. There is no central microfilm department, and microfilming is usually done by contract with a commercial firm. The State has adopted the Uniform Photographic Copies Act. Vouchers of the Controller's Office have been filmed for space saving, but as the volume of records in other State departments is not large, it is unlikely that such microfilming will become usual.

[Information from Mary T. Quinn, Assistant for Archives, Department of State, 314 State House, Providence 2.]

South Carolina

South Carolina has no microfilming department, but a good deal of microfilming goes on in the State.

The South Carolina Archives Department uses its own equipment to film records in its custody. Priority is given to records of general research value, but on special order other records are sometimes filmed. Films are sometimes made in order to protect fragile originals from further handling. Positive copies of films with research value are offered for sale. The department is considering a rental system that would make films available to borrowers. Under the sponsorship of the Archives Department, the Genealogical Society of the Church of Latter-day Saints has undertaken to microfilm all State and local records of "genealogical" worth from the period before 1866 and selected records of later dates. Some private

records, such as church records, will also be filmed. In return for their cooperation, custodians of the records receive a positive set of film at no charge. All the films of public records have been deposited with the Archives Department.

Many local government units, especially those of the counties, are filming their records. These records tend to be of more recent date and usually have to do with property. As a rule the film is deposited in the Archives Department.

Several departments of the State government do their own filming, some with their own equipment and some under commercial contract.

[Information from J. H. Easterby, Director, Archives Department, World War Memorial, Columbia r.]

South Dakota

The South Dakota State Historical Society does extensive microfilming, primarily of archival and historical documents. Some State departments conduct their own microfilming programs, but no agency serves as a central microfilm group for all State departments. The historical society has extensive films of newspapers, county commissioners' records, tax records, and court records, besides a number of journals and diaries and all the early survey maps of the State. The society now has over 2,000 reels of microfilm. State law provides for a commission to authorize the destruction of records, but there is no record management program.

[Information from Will G. Robinson, Secretary, South Dakota Department of History, Pierre.]

Tennessee

The Microfilm Department is part of the Division of Restoration and Reproduction of the State Library and Archives. Its backlog of work has been so great that work from other departments has had to be refused. When such work is accepted, a charge is made to cover the expense of filming. The department films about 10 times as many noncurrent as current records.

The State has no record management program. Before 1957 there was no provision for the destruction of State records unless they had first been microfilmed and unless the destruction had been approved by the department head, the State Librarian and Archivist, and the Governor. Chapter 107 of the Public Acts of 1957 created a Public Records Commission, composed of the attorney general, comptroller, executive director of the Legislative Council, State historian, and State Librarian and Archivist. The commission

is authorized to order the destruction of records that department heads certify no longer have official or administrative value or that could be more efficiently and economically preserved in some other form than the original. This act applies to the executive branch only and provides for outright destruction, preservation in part, or microfilming followed by destruction. Under these provisions records may be destroyed either by specific request or by schedule. There is no statutory bar to prevent a department from microfilming any records, provided it can obtain the funds. Tennessee enacted the Uniform Photographic Copies Act in 1949.

At the State Library and Archives, most of the microfilming has been of newspapers. A great many historical manuscripts in private hands have been microfilmed because the owners have been unwilling to surrender the originals. Microfilming is used by the State Library and Archives with considerable caution. The key points that determine whether or not a record should be filmed are: (1) physical condition necessitating filming in order to preserve the information; (2) importance, justifying the production of security copies; (3) frequent use, necessitating reproduction to protect the originals; (4) production of copies for sale or loan; and (5) size, form, or quantity such that significant savings can be made by filming, provided that the use of the records is not hindered by their being on film.

[Information from Dan M. Robison, State Librarian and Archivist, Tennessee State Library and Archives, Nashville 3.]

Texas

Texas has no microfilm or record management department. Some agencies film records on their own initiative. The Texas State Library is the official depository for archival records. Some of the important files have been microfilmed for sale by a commercial company, which sells copies to the library at a reduced price. The legislature has passed a Uniform Photographic Copies Act.

[Information from Virginia H. Taylor, Archivist, Texas State Library, Austin 11.]

Utah

There is no centralized microfilm department in Utah. Microfilming is carried out in departmental projects by various agencies of State and local governments. An appropriation has been made to the secretary of state, however, to lay plans for a centralized agency to operate under the secretary's jurisdiction with supervision by the State Archivist. Such an arrangement may become effective in July 1958. It is intended that the proposed microfilming agency

will serve all departments and charge them for the work. Not more than 6 State agencies have done any microfilming, and of the 29 counties only 16 have undertaken to film any of their records.

Utah has no record management program. The State Archivist exercises some control over microfilming, in that his approval must be given before any State records may be microfilmed. This authority does not extend to local government records.

[Information from Everett L. Cooley, Archivist, Utah State Historical Society, Division of Archives, Salt Lake City.]

Vermont

Vermont has a centralized microfilm program, operating under the Public Records Commission. The Microfilm Department does all the microfilming for State departments except for one roll a month of vital statistics, which are filmed by the Department of Health on a camera lent by the U. S. Government. Departments are charged for the cost of the developed film. Some of the larger departments, which receive Federal aid, provide personnel for filming and inspecting under the supervision of the Public Records Commission.

The Microfilm Department is concentrating on noncurrent records to be kept at least 50 years. Some noncurrent records to be kept a shorter time are being filmed for security. A number of newspapers are being filmed by the Department while others are being done by their publishers. During the past year microfilming has been concentrated on vouchers, Public Service Commission correspondence, probation and parole index cards, records of secondary school graduates, and teachers' education qualification index cards. Vermont has a limited record management program assigned to the Director of the Public Records Commission. He determines what records are to be filmed and on what basis. Policy matters are determined by the Commission. Authority to destroy public records is granted by the Commission, usually after recommendation by the Director. The Director must approve the filming of records. The Vermont legislature has passed the Uniform Photographic Copies Act.

The acceptance of microfilming in Vermont is satisfactory. Given present limitations of space and personnel, the program is as large as can be handled. It is planned to enlarge the program when space is obtained in the new State office building, at which time a record center will be established.

[Information from Olney W. Hill, Director, Public Records Commission, Montpelier.]

Virginia

The State record administrator, supervisor of the record management program, reports to the director of the budget. His office is responsible for the scheduling and destruction of records not considered permanent. Permission to microfilm records was formerly granted by the Governor, but authority to grant permission is now vested in the Records Committee, composed of the State librarian, State comptroller, director of the budget, and State record administrator. This administrator controls a Centralized Microfilming Department that serves all State departments except the Division of Motor Vehicles, which operates an independent program. Charges are made for the work performed, but they include only actual labor and supply costs. The microfilming program involves both current and noncurrent records. The Centralized Microfilm Department has five full-time employees. The film is developed commercially to meet archival standards.

The State Library has maintained extensive microfilm activities in its Archives Division. Microfilming here is done solely for archival and historical purposes. The Library maintains 10 readers. During the past year, the equivalent on film of 45,000 county record books were used for reference.

[Information from Lloyd S. Meyer, State Records Administrator, Governor's Office, Division of the Budget, Richmond; and William J. Van Schreeven, State Archivist, Virginia State Library, Richmond.]

Washington

The Microfilm Department operates under the Division of Archives and Records Management as a part of the Department of General Administration. This central microfilm facility is available to all departments on a cost basis. Departments are expected to supply help when an unusual amount of preparation is necessary. Several departments have had their own microfilm programs. The Archives, the State Library, and the Labor and Industrial Department, Liquor Board, and License Department generally have concentrated upon older material. The Vital Statistics Division of the Health Department films current birth and death reports for the Census Bureau. This last job had been done on a planetary machine but has been taken over by the Archives, which now runs the records through on an automatic feed. Under the record management program just being established, a tighter control will be kept over records and the purchase of equipment. Hitherto, any department that could get an appropriation could purchase equipment, and independent agencies and elective offices had even wider latitude.

Fiscal records have been the largest single record series filmed. Filming is running 6 to 8 years behind the current year. Closed cases of the Labor and Industrial Department and motor vehicle titles are other large groups that are filmed. The Archives has been microfilming for the past 5 years, concentrating on many old fiscal records, primarily to save space. There is a Uniform Photographic Copies law.

[Information from Robert C. Nesbit, State Archivist, Department of General Administration, Olympia.]

West Virginia

No information.

Wisconsin

The Microfilm Department is a division of the Bureau of Vital Statistics of the State Board of Health. Microfilming service is available to all State agencies and to all local governmental units. Charges are made for the actual cost plus 10 percent; and labor, materials, rent, and depreciation are all figured in the cost. Except for vital statistics, very few current records are filmed. The microfilm laboratory spends about 75 percent of its time on State records and 25 percent on local records. The Bureau of Vital Statistics and the Department of Public Welfare account for half of the filming of State records. Most of the local records filmed are records of schools.

There is no organized record management program. There has been discussion of such a program in the legislature and a bill has been passed, but no program has yet been established. Heretofore there was no control over microfilming for administrative convenience, and the Committee on Public Records had to approve the filming of permanent records. The effects of the new legislation are yet to be seen.

[Information from J. E. Boell, Chief Archivist, State Historical Society of Wisconsin, 816 State St., Madison 6.]

Wyoming

The Wyoming State Centralized Microfilm Department is an independent unit created by the State legislature in 1955. The law provided for the filming, by the Centralized Microfilm Department, of State, county, and municipal records and for deposit of the film in the State Archives. The Committee on Public Records, consisting of the attorney general, the State Archivist, the microfilm administrator, and the head of the department concerned, have

authority to approve requests for the microfilming and destruction of records. A Uniform Photographic Copies as Evidence Act was passed in 1953.

The first 2 years of centralized microfilming proved very successful, and the 1957 legislature raised the appropriation from \$100,000 to \$144,350 for the 1957-59 biennium. An additional appropriation of \$40,000 was made in 1957 for a traveling unit to film permanent records that are in constant use at the county seats. The county traveling unit is now being established. It will consist of one microfilm operator with a portable microfilm machine and viewer. Territorial records in all counties will be filmed before the statehood records are begun. The original negatives will be stored in the State Archives vault and necessary copies will be furnished the counties at cost. Legislation passed in 1957 allows documents to be temporarily removed from county offices to the Centralized Microfilm Department for filming.

The Centralized Microfilm Department operates two rotary machines and two planetary machines full time. No charge is made to the departments for filming. Copies are furnished the departments when necessary. The original negative is deposited in the vault of the State Archives, as provided by law. The staff has been increased from 7 to 10 full-time employees. About 5 million documents were filmed in the last year. Among the major series were: livestock and Sanitary Board records, brand records, Education Department records, newspapers, tax records, Board of Accountancy minutes, C. P. A. applications, retirement records, and budget officer's records.

[Information from Dorothy K. Taylor, Administrator, Centralized Microfilm Department, 210 Supreme Court Building, Cheyenne.]

Writings on Archives, Current Records, and Historical Manuscripts, June 1957-May 1958: Part 1

By GRACE QUIMBY¹

National Archives

THIS annual bibliography is the sixteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. Again the list is being published in two parts. Part one, in this issue of the *American Archivist*, comprises titles published in the United States. Part two, scheduled to appear in the April issue, will list titles published in other countries. Certain titles, not yet examined and therefore omitted from this list, will be included in the bibliography next year.

The content and chronological scope are indicated in the title. A few publications omitted from last year's list are included here. Like its predecessors, this bibliography is a selected list of references to professional writings and does not include historical documentary publications, unpublished items, reports of libraries and historical institutions that give but a few lines to manuscript accessions, and items appearing in news notes, unless these are unusually important. Titles from the growing record management and pertinent office management literature are also listed selectively.

The bibliography is classified broadly by subject. An outline of the topics precedes the list. As formerly, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and record management are entered in class II A. Related titles in different classes are indicated by cross references at the end of each section.

The compiler is indebted to JoAnn C. Campbell for typing the manuscript.

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- C. Foreign Countries
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- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

I. GENERAL LITERATURE

1. CAPPON, LESTER J. Tardy scholars among the archivists. *American archivist*, 21:3-16 (Jan. 1958). Presidential address delivered at the annual meeting of the Society of American Archivists in Columbus, Ohio, Oct. 3, 1957.
2. CRITTENDEN, CHRISTOPHER. Public library and local historical sources. *North Carolina libraries*, 15:63-66 (Mar.-May 1957).
3. GILB, CORINNE. Tape-recorded interviewing: some thoughts from California. *American archivist*, 20:335-344 (Oct. 1957). Based in part on a paper read before a meeting, Dec. 29, 1955, of the Pacific Coast Branch of the American Historical Association and in part on a paper read at a meeting of the Northern California Chapter of the American Studies Association, Apr. 13, 1957. The writer is now in charge of the Institute of Industrial Relations oral history project.
4. GRUMAN, GERALD J. Saving our primary source materials. *Isis*, 48:183-185 (June 1957). A plea for preserving the records of scientific work.
5. LEWIS and Clark I: a librarian's point of view. By Robert F. Metzendorf. *Manuscripts*, 9:226-230 (Fall 1957). The first of a series of articles on the Lewis and Clark case.
6. LEWIS and Clark II: a legal analysis. By Burt Griffin. *Manuscripts*, 10:64-67, 72-73 (Winter 1958).
7. LOVETT, ROBERT W. Business records in libraries. *American archivist*, 20:253-261 (July 1957). A report by Mr. Lovett as chairman of the Committee on Business Records of the Society of American Archivists.
8. MANUSCRIPTA. v. 1, no. 1. Feb. 1957. St. Louis, Mo., St. Louis University Library, 1957-. A small, scholarly magazine that publishes lists of the microfilmed Vatican codices in the Knights of Columbus Vatican Film Library at the university and articles based on them.
9. MANUSCRIPTS and archives. R. W. G. Vail, issue editor. *Library trends*, v. 5, no. 3 (Jan. 1957). Contents.—Historical manuscripts, including personal papers, by D. C. Mearns; Literary, artistic, and musical manuscripts, by R.

- W. Hill; Collecting manuscripts: by private collectors, by R. Maass; Collecting manuscripts: by libraries, by R. B. Downs; Physical care, repair, and protection of manuscripts, by A. E. Minogue; Arrangement and cataloging of manuscripts, by P. S. Dunkin; Policies regarding the use of manuscripts, by H. H. Peckham; Reference works and historical texts, by L. J. Cappon; Care and handling of non-governmental archives, by R. W. Lovett; Federal Government archives, by W. C. Grover; State and local government archives, by E. L. Jacobsen; Films and sound recordings, by J. B. Spear.
10. MASTERSON, JAMES R., ed. Writings on American history, 1952. Compiled for the National Historical Publications Commission. [Washington, 1958]. 573 p. (American Historical Association, *Annual report for the year 1954*, v. 2. Also published as 84th Cong., 1st sess., *H. Doc. 214*, v. 2). Items relating to historiography and allied disciplines are listed on p. 1-5; to descriptions and lists of historical materials on p. 10-26, including manuscripts, p. 12-15; and to repositories and custodians of historical materials on p. 27-38.
 11. SHAW, RALPH R. Documentation. *Library journal*, 83:1344-1345 (May 1, 1958). Concise differentiation of documentation from normal library service.
 12. SHAW, RALPH R. Documentation: complete cycle of information service. *College and research libraries*, 18:452-454 (Nov. 1957).
 13. SHERA, JESSE H. Research and developments in documentation. *Library trends*, 6:187-207 (Oct. 1957).
 14. SOCIETY of indexers founded in Britain. *Publishers weekly*, 173:49-50 (Feb. 3, 1958).
 15. WRITINGS on archives, current records, and historical manuscripts, June 1956-May 1957. Compiled by Lester W. Smith and Grace Quimby. *American archivist*, 21:76-94, 195-208 (Jan., Apr. 1958). Part I lists titles published in the United States; Part II lists those published in other countries.

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

16. AVAKIAN, EMIK A., and EUGENE GARFIELD. AMFIS—the automatic microfilm information system; a modern approach to the problems of space and accessibility. *Special libraries*, 48:145-148 (Apr. 1957). Designed to make quickly accessible one or more documents in large files—not a “searching” system.
17. BARCAN, ARTHUR. Scientific records management. Albany, State of New York Department of Commerce, 1958. 18 l.
18. BARCAN, ARTHUR. Scientific records management. *Systems and procedures*, 9:2-6 (Feb. 1958).
19. BENEDON, WILLIAM. Records management. *Journal of the American Association of Medical Record Librarians*, 28:145-148 (Aug. 1957). Reviews record management techniques with some reference to their usefulness for medical records.
20. CONFERENCE ON RECORDS MANAGEMENT, 4th, New York City, 1957. Proceedings of the fourth annual conference, “Paperwork—a liability or an asset?” Sept. 20, 1957, New York City, New York. Presented by National Records Management Council, Inc. New York, [National Records Management Council, n. d.] 59 p.
21. GALOCKIN, L. Filing for faster reference; time-saving system for engineering library. *Product engineering*, 28:82-83 (Dec. 9, 1957).
22. GIBSON, WILL. Portland, Oregon’s centralized microfilming program. *American city*, 72:157 (May 1957).
23. [ILLINOIS. SECRETARY OF STATE]. Report on storage and records filing, prepared for auditor of public accounts. [n. p., n. d.]. Submitted by John T. Caton and Maynard Brichford, Records Management Service.

24. KAISER, WALTER H. Time study of sorting marginal punched cards. *Library journal*, 82:2758-2759 (Nov. 1, 1957).
25. KAUFMAN, H. Spot carbonizing selectively transfers data to parts of a forms set. *Office*, v. 47, no. 3:86-94 (Mar. 1958).
26. LEHRER, ROBERT N. Work simplification: creative thinking about work problems. Englewood Cliffs, N. J., Prentice-Hall, Inc., 1957. 394 p. Emphasis on paper-work improvement.
27. MARIEN, R. How a functional file can aid in forms control. *Office management*, 19:26-27, 67 (Jan. 1958).
28. MICROFILM report system streamlines trouble-shooting; U. S. Navy Bureau of Aeronautics. *Industrial photography*, 7:69 (Feb. 1958).
29. MOAKLEY, GERTRUDE. Basic filing rules for medium-sized libraries: a compend filing code for catalogs of 120 to 2000 trays. New York, William-Frederick Press, 1957. 60 p. A revised and enlarged edition of the author's Introduction to a proposed filing code for medium-sized public libraries.
30. PAPERWORK management in government. *Your government*, Nov. 1956, p. 1-4.
31. REPORTS improvement. *Navy management review*, v. 2, no. 9:11-14 (Sept. 1957). Describes the project of the Ordnance Bureau's reports improvement group to develop an ideal or model coordinated reporting system.
32. ROACH, BEATRICE G. Functional responsibility of the records executive. *Office*, v. 47, no. 1:140, 143 (Jan. 1958). Outlines the control of paperwork from creation to final disposition.
33. STEWART, EDWARD J. Protecting your records against disaster. *Alabama business*, 28:1-3 (Dec. 15, 1957). Reprinted from the report: *Management aids for small manufacturers*, no. 75, issued by the U. S. Small Business Administration.
34. STRONG, LYDIA. Cutting the costs of paperwork: a survey of company practice. *Management review*, 45:1061-1071 (Dec. 1956).
35. SULLIVAN, W. D. Why your mailroom may be your most expensive department. *Office management*, 18:26-27, 64-70 (July 1957).
36. TAYLOR, K. A. Forms control; why; how to do it. *Supervisory management*, 3:34-39 (May 1958).
37. TERRY, GEORGE R. Office management and control. 3d ed. Homewood, Ill., R. D. Irwin, 1958. 769 p. Includes good material on mail management and report control.
38. TOBIN, BENJAMIN A. An auditor looks at municipal records. *Tennessee town and city*, Feb. 1957, p. 13-17.
39. U. S. FEDERAL CIVIL DEFENSE ADMINISTRATION. Preservation of records essential to continuity of State and local government (Technical manual). Preliminary draft only. [Battle Creek, Mich.], 1958. 128 l. Prepared by Kenneth W. Munden, whose services were made available to the FCDA by the U. S. National Archives.
40. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Government spending; its documentation and accounting. Washington, 1957. 14 p. Meeting of Nov. 15, 1957. Speakers: Steve M. Brown, General Accounting Office, "Paperwork management as affected by basic accounting legislation"; Isadore Perlman, National Archives and Records Service, "Agency accounting practices and paperwork management."
41. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Integrated paperwork systems. Washington, 1958. 13 p. Meeting of Feb. 21, 1958. Speaker: Wallace Velandar, Navy Management Office.
42. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Mail management. Washington, 1957. 16 p. Meeting of Oct. 18, 1957. Arthur E. Young, presiding. Speakers: Wayne C. Grover, Archivist of the United States, "Mail management"; Thurman T. Beach, National Archives and Records Service, "The promptness factor"; Charles A. Sterman, National

- Archives and Records Service, "The accuracy factor"; Thurman T. Beach, "The control factor"; Charles A. Sterman, "The economy factor."
43. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Progress report in the management of printing and paperwork. Washington, 1958. 13 p. Meeting of Apr. 18, 1958. Speaker: J. H. McWhorter, technical advisor, House Subcommittee to Study Federal Printing and Paperwork, "A Congressional committee views Government paperwork management."
 44. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. OFFICE OF RECORDS MANAGEMENT. Protecting vital operating records. [Washington, 1958]. 19 p. (*Records management handbook; managing current files*). Selection; security copies; relocation sites; record centers.
 45. UTT, CHARLES T. A program for records survival; delineates an approach not only to records management but also their protection and efficient storage. *NAA bulletin*, 38:1587-1594 (Aug. 1957).
- See also: 13, 14, 85, 97, 99, 105, 114, 116, 118, 136, 157, 168, 179, 184, 185, 267, 272, 274, 276, 278, 279, 306, 307, 308, 312.

II. B. Machine Techniques in Office Operations and in Information Processing

46. AMERICAN MANAGEMENT ASSOCIATION. Electronics in action; the current practicality of electronic data processing. [Elizabeth Marting, *ed.*; Albert Newgarden, *asst. ed.*] New York [1957]. 156 p. Papers presented before the Electronics Conference and exhibit, Feb. 25-27, 1957.
47. AMERICAN UNIVERSITY, *Washington, D. C.* School of Government and Public Administration. Federal payroll processing on electronic computers. [n. p., 1957]. 38 p. A survey.
48. BEEMAN, ROBERT. Tools of the office. A review of current office equipment. *Office management*, v. 19, no. 3A: 59-90, 99-118 (Mar. 15, 1958). Includes: Duplicating and copying equipment; Filing equipment; Integrated data processing equipment; Microfilm equipment; Lists of manufacturers.
49. BENGSTON, R. J., and J. E. SMITH. Information storage devices; a key to automation. *Computers and automation*, 7:11-13 (Apr. 1958). To be continued.
50. BROWN, RICHARD H. Office automation; integrated and electronic data processing. 2d rev. updated ed. New York, Automation Consultants, 1957. 1 vol. (loose-leaf).
51. CANNING, RICHARD G. Installing electronic data processing systems. New York, Wiley [1957]. 193 p.
52. CLEAVER, GOODRICH F. The audit of electronic data processing activities: an annotated selective bibliography. *Fort Worth business review*, 6:3-15 (Jan. 1958).
53. DAUGHERTY, R. S. Importance of forms in an automated system. *Office*, v. 47, no. 1:125-126, 128. (Jan. 1958).
54. GOTTLIEB, C. C., and J. N. P. HUME. High-speed data processing. New York, McGraw-Hill, 1958. 338 p.
55. GOTTESMAN, JEROME, and EDWARD GOTTESMAN. Machines, documentation, and automatic coding. *American documentation*, 8:129-133 (Apr. 1957).
56. HATTERY, LOWELL H. Automatic character reading for data processing systems. *Public administration review*, 17:159-163 (Summer 1957).
57. JAMES, P. Nine guideposts in selecting a business-data processor. *Control engineering*, 5:108-109 (Jan. 1958).
58. LEADER, GEORGE M. Centralized data processing for Pennsylvania. *Systems magazine*, v. 22, no. 3:6-7 (May-June 1958). A Univac data processing center will process the entire State payroll.

59. NATIONAL ASSOCIATION OF ACCOUNTANTS. Integrating data processing with electronic equipment. *NAA bulletin*, 39, no. 9, sec. 1 (May 1958). The whole issue is devoted to articles dealing with fundamentals of IDP and EDP, feasibility studies, problems, equipment applications. Bibliography: p. 94-95.
60. SCOTT, PETER. Developments in rapid-copying machines. *American archivist*, 20:239-251 (July 1957). Paper read at a meeting of the Special Libraries Association in Cambridge, Mass., Feb. 25, 1957.
61. SLOWINSKI, A. J. A survey and evaluation of company approaches to electronic data processing. Nov. 1957. Milwaukee, Wis., Marquette Univ. 74 p. (Marquette University, *Studies in business and economics*, series 4, monograph no. 2).
62. SOCIETY OF ACTUARIES. COMMITTEE ON NEW RECORDING MEANS AND COMPUTING DEVICES. Application of electronic data processing equipment to office operations. Oct. 1957. Report. [Chicago, 1957]. 91 p.
63. U. S. BUDGET BUREAU. Reduction of paperwork burden; staff report prepared by Office of Statistical Standards. [Washington], 1956. 160 p.
64. U. S. GENERAL ACCOUNTING OFFICE. Survey of progress and trend of development and use of automatic data processing in business and management control systems of the Federal Government as of December 1957. Washington, 1958. 170 p.
65. U. S. NATIONAL BUREAU OF STANDARDS. System design of digital computer at the National Bureau of Standards: methods for high-speed addition and multiplication. Washington, 1958. 22 p. (*Circular* 591, sec. 1).

See also: 180, 186, 305.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

66. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1956. v. 1. Proceedings. Washington [1957]. Of particular interest are the reports of the executive secretary and managing editor, Boyd C. Shafer, p. 8-13; the Committee on Documentary Reproduction, p. 33-35; the Committee on the Historian and the Federal Government, p. 36; the Committee on International Historical Activities, p. 37-41; the American Committee for the Study of War Documents, p. 41-43; the representative to the International Committee of Historical Sciences, p. 44-46; and the representative to the National Historical Publications Commission, p. 47. The report of the Pacific Coast Branch, Proceedings of the forty-ninth annual meeting, appears on p. 51-53.
67. BOURNE, FRANCES T. The overseas record program of the Department of State. *American archivist*, 20:215-230 (July 1957). Revised version of a paper read at a meeting of the Interagency Records Administration Conference at the National Archives, Feb. 17, 1956.
68. BOYD, JULIAN P. Preservation of our heritage. *Manuscripts*, v. 10, no. 2:48-50 (Spring 1958). On the importance of the work of the National Historical Publications Commission. Appended is a list: Editors of projects under NHPC program.
69. DYNAMIC depository. U. S. Naval Records Management Center, St. Louis, Mo. *Navy management review*, v. 2, no. 12:12-14 (Dec. 1957). Describes the Center, which, with the Army Records Center and the Air Force Records Center, is quartered in the Department of Defense Military Personnel Records Center.
70. FISHBEIN, MEYER H. Early business statistical operations of the Federal Government. *National Archives accessions*, no. 54:1-29 (June 1958).

71. GLENN, BESS. Search for efficiency in Federal record management: introduction. *American archivist*, 21:159-162 (Apr. 1958).
72. GROVER, WAYNE C. Federal Government archives. *Library trends*, 5:390-396 (Jan. 1957).
73. HARRY S. Truman Library. Missouri Library Association, *Quarterly*, 18:73-74 (Sept. 1957).
74. HARRY S. Truman Library, *Independence, Mo.* Dedication ceremony of the Harry S. Truman Library, Independence, Missouri, July 6, 1957. [n. p., 1957]. 21 l. Press information. Includes background fact sheet on the library.
75. HARRY S. Truman Library, Independence, Mo. [Washington, Government Printing Office, 1958. Folder, 8 l.].
76. THE INDEPENDENCE EXAMINER. Truman Library edition; vol. 53, no. 40 (Wed., July 3, 1957). Independence, Mo., 1957. 7 sections.
77. LAGERQUIST, PHILIP D. Harry S. Truman Library. *Library journal*, 83:144-147 (Jan. 15, 1958).
78. LELAND, WALDO G. Recollections of the man who rang the bell. *American archivist*, 21:55-57 (Jan. 1958). Address by Dr. Leland at the unveiling of his portrait in the conference room of the National Archives, Oct. 24, 1957.
79. PINKETT, HAROLD T. Investigations of Federal recordkeeping, 1887-1906. *American archivist*, 21:163-192 (Apr. 1958). Paper read at a staff seminar of the National Archives, Jan. 6, 1956.
80. SOCIETY OF AMERICAN ARCHIVISTS. Minutes of the Council, May 16, 1957. *American archivist*, 20:384-387 (Oct. 1957).
81. SOCIETY OF AMERICAN ARCHIVISTS. [21st annual meeting, Oct. 1957, Columbus, Ohio]. *American archivist*, 21:95-112 (Jan. 1958). Includes: Minutes of the Council, Oct. 2, Oct. 4, 1957; Minutes of the business meeting, Oct. 3, 1957; Annual report of the secretary, Oct. 3, 1957; Annual report of the treasurer, 1957; reports of the committees on membership, bibliography, manuscripts, record management, church records, archival buildings and equipment, and preservation methods.
82. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1959. Hearings . . . 85-2. Pt. 1. Washington, 1958. 1335 p. Hearings on National Archives and Records Service appear on p. 3-4, 245-275.
83. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Supplemental appropriation bill, 1958. Washington, 1957. 55 p. (85-1, *H. Rept.* 1009). "The bill contains \$30,000, a reduction of \$5,000 in the budget estimate, for microfilming and transporting to the Republic of the Philippines certain records captured by the United States forces from Philippine insurgents in 1899-1903. Such transfer was recently authorized in Public Law 85-81."
84. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. The supplemental appropriation bill, 1958. Hearings . . . 85-1 [Aug. 2, 1957]. Washington, 1957. 870 p. Testimony on the National Archives and Records Service, relating to funds for microfilming, packing, and shipping the records of the Philippine Insurrection, 1899-1903, appears on p. 839-843. Under *Public law* 85, 85th Congress, the originals are to be returned to the Philippine Republic, with the United States retaining microfilm copies.
85. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Paperwork management and printing facilities in the United States Government. Washington, 1956. 255 p. (84-2, *H. Rept.* 2945). Pt. 1: Forms management; Pt. 2: Publications management. Pt. 2 includes results of a questionnaire sent to agencies in lieu of holding hearings.
86. U. S. CONGRESS. HOUSE. POST OFFICE AND CIVIL SERVICE COMMITTEE. Transfer of certain archives and records from National Archives to the Commonwealth of Puerto Rico. Washington, 1957. 5 p. (85-1, *H. Rept.* 665). A favorable report.
87. U. S. CONGRESS. HOUSE. POST OFFICE AND CIVIL SERVICE COMMITTEE. Transfer of

- certain archives and records to Puerto Rico. Hearing . . . 85-1 on *H. J. Res.* 275, joint resolution transferring to the Commonwealth of Puerto Rico certain archives and records in possession of the National Archives. June 7, 1957. Washington, 1957. 5 p.
88. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Independent offices appropriations, 1959. Hearings . . . 85-2. Washington, 1958. 623 p. Hearing on the National Archives and Records Service appears on p. 378-379, 390.
 89. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. The supplemental appropriation bill, 1958. Washington, 1957. 35 p. (85-1, *S. Rept.* 980) p. 13: "Committee agrees with the House allowance of \$30,000 for microfilming and transporting to the Republic of the Philippines certain records captured by the United States forces from Philippine insurgents in 1899-1903, as recently authorized."
 90. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. The supplemental appropriation bill, 1958. Hearings . . . 85-1 [Aug. 14, 1957] on *H. R.* 9131. Washington, 1957. 893 p. Funds for the National Archives and Records Service for microfilming, packing, and shipping the records of the Philippine Insurrection are discussed on p. 730-732.
 91. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Action by the Congress and the executive branch of the Government on the second Hoover Commission reports, 1955-1957; report. Washington, 1958. 98 p. (85-2, *H. Rept.* 1989).
 92. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Presidential libraries: their growth and development. Washington, 1958. 16 p. Meeting of Jan. 17, 1958. Speakers: Robert H. Bahmer, Deputy Archivist, National Archives and Records Service, "Legislative background of Presidential libraries"; Herman Kahn, Director, Franklin D. Roosevelt Library, "A Presidential library."
 93. U. S. LAWS, STATUTES, ETC. An Act to amend Section 507 and Subsection 602 (a) of the Federal Property and Administrative Services Act of 1940, as amended. March 15, 1958. [Washington, 1958]. (*Pub. law* 85-341, 85th Cong.; 72 Stat. 34). Franklin D. Roosevelt Library to be considered a "Presidential archival depository."
 94. U. S. NATIONAL ARCHIVES. The National Archives, Washington, D. C. Washington, 1958. Folder.
 95. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Annual report, from the annual report of the Administrator of General Services for the year ending June 30, 1957. Washington, 1958. 17 p.
 96. U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. Luncheon [meeting], Washington, 1958. Proceedings following a luncheon given by the National Historical Publications Commission in the Old Supreme Court Chamber, United States Capitol, June 17, 1958, the Honorable Franklin Floete, Administrator of General Services, presiding. [8] p. Reprinted from the *Congressional Record*: Proceedings and debates of the 85th Congress, second session, v. 104, no. 128: A 6800-A 6803.

See also: 5, 6, 40, 47, 119, 171, 172, 300, 301, 303, 304.

III. B. State and Local

97. AMELIA, THOMAS. Records management in New Jersey. *New Jersey municipalities*, Nov. 1956, p. 37-39.
98. ARIZONA. LAWS, STATUTES, ETC. Arizona laws pertaining to libraries and archives. Phoenix, Department of Library and Archives, 1957. 17 p.
99. BALTIMORE. CITY HEALTH DEPARTMENT. HOUSING BUREAU. A record control

- system for housing law enforcement activities. By Franz J. Vidor. Baltimore, 1956. 208 p.
100. THE BONHAM DAILY FAVORITE. The Sam Rayburn Library dedication edition; 66th year, no. 44 (Tues., Oct. 8, 1957). Bonham, Tex., 1957. 5 sections.
101. BROWN, ROBERT M., *comp.* State and Territorial archivists or heads of appropriate agencies. Aug. 1, 1958. St. Paul, Minn., [Minnesota] State Archives, [1958]. 8 l. Prepared for the Society of American Archivists.
102. BRYAN, MARY G., *comp.* 1957 comparative study of State and U. S. Territorial laws governing archives. This is the first report in: Society of American Archivists, State Records Committee, *Reports*, 1957. [Atlanta, Ga., State Department of Archives and History, 1957].
103. BRYAN, MARY G., *comp.* List of State archivists or heads of State archival agencies as of January 1, 1958. Atlanta, Ga., State Department of Archives and History, 1957. 7 l. Prepared for the Society of American Archivists.
104. BRYAN, MARY G. Trends of organization in State archives. *American archivist*, 21: 31-42 (Jan. 1958). A report for the State Records Committee of the Society of American Archivists. Includes an "Archival chart, 1957," listing for each State its number of archival employees, budget and organizational setup.
105. CALIFORNIA. LEGISLATURE. JOINT BUDGET COMMITTEE. California's records — preservation and volume control; prepared by legislative auditor. Feb. 8, 1957. [Sacramento, 1957]. 44 p. Recommendations for legislative and administrative action and outline of record problems in selected agencies.
106. CUSTER, ARLINE. The Archives of American Art: a manuscript and microfilm collection requiring unusual techniques for control. *Library resources & technical services*, 2: 197-209 (Summer 1958). Housed in the research library of the Detroit Institute of Arts but supported by private funds, the Archives collects original records of American painters, sculptors, and craftsmen and reproductions of such records from other collections.
107. DAVID, CHARLES W. Longwood Library. Bibliographical Society of America, *Papers*, v. 51, no. 3: 183-202 (1957).
108. DEPAUW UNIVERSITY. Annual report, Archives of Depauw University and Indiana Methodism, 1957-1958. Greencastle, Ind., [1958]. 5 p.
109. DILLON, RICHARD H. Sutro Library: San Francisco's "hidden Huntington." *Library journal*, 82: 1024-1026 (Apr. 15, 1957). The Sutro Library contains the Sir Joseph Banks collection of manuscripts, documents, and pamphlets, in addition to numerous incunabula.
110. DODSON, LEONIDAS. University archives. University of Pennsylvania, *Ivy leaf*, 6: 51-52 (Mar. 1957).
111. ESSEX INSTITUTE, *Salem, Mass.* Annual report, 1957-58. [n. p., n. d.]. 31 p. Notes the current preparation of a guide to the manuscript collections, made possible by a grant from Harvard University.
112. GENEALOGICAL INSTITUTE, 1st, *Baton Rouge, La.*, 1958. Proceedings of the first annual genealogical institute, January 10 and 11, 1958. Sponsored by the Department of History and General Extension Division of Louisiana State University in cooperation with The Louisiana Genealogical and Historical Society. [Baton Rouge, 1958]. 91 l. Partial contents: The Mississippi Department of Archives and History, by Mrs. J. W. Melton; The movement to establish a State department of archives and history in Louisiana, by W. O. Martin, Jr.; Tax lists and census reports, by C. E. East; Materials in the Archives, by V. L. Bedsole.
113. GEORGIA. ARCHIVES AND HISTORY DEPARTMENT. Georgia's Department of Archives and History. Atlanta, Ga., [1956?]. Folder.
114. GREGORY, B. F. TVA's 25 years of records management. *Office*, 47: 132, 134, 137-138, 141, 265-266 (May 1958). To be concluded in the June issue.
115. HISTORICAL SOCIETY OF YORK COUNTY, *Pa.* Annual reports of the treasurer and

- director for the year 1956. York, 1957. 31 p. (*Bulletin* 3). Manuscript accessions, p. 19-21.
116. HUGHES, CHARLES E., JR. The Philadelphia program. *American archivist*, 21: 131-142 (Apr. 1958). Paper read at the annual meeting of the Society of American Archivists, Columbus, Ohio, Oct. 4, 1957.
 117. ILLINOIS. LAWS, STATUTES, ETC. The State records act. [Springfield, n. d.]. 5 p. Reprinted from *Illinois libraries*, 39: 271-275 (Oct. 1957).
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VII. D. Foreign Countries

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See also: 8, 151, 153, 154, 195, 247, 248, 249, 284.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

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See also: 16, 22, 28, 48, 60, 83, 84, 89, 90, 138, 157, 194, 197, 198, 199, 200, 286.

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See also: 9, 163, 191, 223, 280.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

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- 306. BARKEY, PATRICK T. Phono-record filing system. *Library journal*, 82:2514 (Oct. 15, 1957).
- 307. NEW filing system for tracings. *Purchasing*, 44:146 (Jan. 6, 1958).
- 308. RAGSDALE, ROBERT C. Topographic maps; file 'em & find 'em! *California librarian*, 18:163-165 (July 1957).

See also: 9, 21, 159, 160, 275, 283.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORD OFFICERS

- 309. AMERICAN UNIVERSITY, *Washington, D. C.* The American University announces two institutes: Records management, June 2-13, 1958; Archives administration, June 16-July 11, 1958. [Washington, 1958]. Folder. The institutes were offered in cooperation with the Library of Congress, the Maryland Hall of Records, and the National Archives and Records Service.
- 310. AMERICAN UNIVERSITY, *Washington, D. C.* Bulletin, 1957-1958, Fall session. Washington [1957]. Includes courses in the history and administration of archives, under professorial lecturers on the U. S. National Archives staff.
- 311. DANIELS, MARIETTA. New Inter-American library school. *Library journal*, 82:2887-2889 (Nov. 15, 1957). This course at the University of Antioquia in Medellín, Colombia, will include, in a third year of specialized studies, work in archival management.
- 312. EXECUTIVE CONFERENCE ON ORGANIZING AND MANAGING INFORMATION, 2d, *Chicago*, 1958. Executive conference on organizing and managing information—1958, and Conference for special librarians; a one-day conference for business and industry. March 14, 1958. Chicago, 1958. Folder.
- 313. RADCLIFFE COLLEGE. Institute on historical and archival management. 4th annual session . . . June 24-Aug. 2, 1957. [n. p., 1957]. Folder. Program of the institute, which is cosponsored by the department of history, Harvard University.

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Library of Congress
Maryland Hall of Records
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THIRTEENTH INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES

June 15 - July 10, 1959

DIRECTORS: Theodore R. Schellenberg, Assistant Archivist of the United States, the National Archives, Professorial Lecturer, and Ernst Posner, Chairman, Department of History, The American University.

SIXTH INSTITUTE IN RECORDS MANAGEMENT

June 1 - 12, 1959

DIRECTOR: Herbert E. Angel, Assistant Archivist of the United States, Office of Records Management, Professorial Lecturer.

NINTH INSTITUTE OF GENEALOGICAL RESEARCH

July 13 - July 31, 1959

DIRECTOR: Meredith B. Colket, Jr., Director, The Western Reserve Historical Society.

For information write

ERNEST DIBBLE

Assistant to Directors The American University

1901 F Street, N.W.

WASHINGTON 6, D. C.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

[The Book Review Editor has received a letter from James Fergusson, Keeper of the Records of Scotland, protesting the review of his Annual Report for 1957 in the October issue of the *American Archivist* on the ground that the report was not published in the ordinary sense but was merely circulated for the information of Government departments and libraries. We regret that the report was reviewed against Mr. Fergusson's wishes.]

Atomic Energy Commission, Civil Effects Test Group. *Effects of a Nuclear Explosion on Records and Records Storage Equipment* (WT-1191; *Operation Teapot, Nevada Test Site, February-May 1955, Project 35.5*. Oak Ridge, Tenn., AEC Technical Information Service Extension, June 18, 1958. 43 p. Processed. Available from the Office of Technical Services, Department of Commerce, Washington 25, D. C. \$1.25.)

———. *Response of Protective Vaults to Blast Loading* (ITR-1451; *Preliminary Report: Operation Plumbbob, Nevada Test Site, May-October 1957, Project 30.4*. Oak Ridge, Tenn., AEC Technical Information Service Extension, Nov. 22, 1957. 40 p. Processed.)

The results of the tests known as Operation *Teapot* were made public by Robert A. Shiff in his article, "Protect Your Records Against Disaster," published in the July-August 1956 issue of the *Harvard Business Review*. The tests were conducted and the formal report was prepared by the research staff of the National Records Management Council (of which Mr. Shiff is president), with the cooperation of representatives of the General Services Administration, the Western Union Telegraph Co., the Art Metal Construction Co., the General Fireproofing Co., the Paige Co., and the Safe Manufacturers National Assn. and its members. The present report on *Teapot* supersedes a preliminary report issued (as ITR-1191) in 1957. Although this reviewer would have preferred to see the final report confined to an elaboration of the technical considerations with which the preliminary study was almost exclusively concerned, he recognizes that the inclusion of material on a "comprehensive protection program" gives the conclusions a needed emphasis. The report is an indispensable item in a growing list of publications dealing with the protection of records against disaster, for *Teapot* determined for the first time the effects of a nuclear explosion on record materials and record storage equipment. The remarkable effects of the detonation upon a variety of record storage equipment, record types, and paper samples, exposed at varying ranges from Ground Zero, both inside and outside of structures, may be seen in the photographs illustrating the report. In their conclusions the authors emphasize

the fact that the "extent of damage resulting from a blast can be minimized by adequate planning for protection." To facilitate such planning they summarize the results of the test in tables showing the physical effects of blast at different ranges from Ground Zero and the effect of irradiation on the degree of polymerization of paper.

The preliminary report on *Plumbbob* is intended to furnish early test results to those concerned with the effects of nuclear weapons and to provide for an interchange of information between projects for the preparation of final reports. This operation evaluated the effectiveness of a reinforced-concrete vault with a steel vault door in providing protection against the effects of nuclear detonation. The report has been prepared by representatives of Ammann & Whitney, Consulting Engineers, with whom the Mosler Safe Co. contracted to design the test vault and to review and modify the design of a standard vault door for the purposes of the test. It includes a detailed, illustrated description of the test structure, with figures showing the instrumentation and the architectural layout; a discussion of the theory that the project would test; an account of the procedure followed before and during the test; a description of the damages sustained by the structure when exposed to nuclear detonation; and an evaluation of the results. Soil tests were made by the International Testing Corp.; the blast instrumentation was provided by the Sandia Corp. At a time when consideration is being given to vaulting as one method of protecting records against disaster, the results of this test of a specially constructed vault are significant: the vault door withstood the blast without structural damage; there was no apparent temperature rise within the vault; and the vault's contents were only slightly disturbed by the blast.

Both business and government will be indebted to the AEC Civil Effects Test Group and the sponsoring Federal Civil Defense Administration (now the Office of Civil and Defense Mobilization) for making these reports available to those who are concerned with the protection of essential records. Further tests and the publication of reports on them are in order; for, as the *Teapot* report points out, the "secondary effects of nuclear explosions, such as fire and flood, present a hazard to records and record storage and should be considered along with primary effects."

KEN MUNDEN

National Archives

Protection of Cultural Property in the Event of Armed Conflict, by A. Noblecourt. (United Nations Educational, Scientific and Cultural Organization, Museums and Monuments, no. 8; Paris, 1958. 346 p., 137 plates and illus. \$7.50; 37 s. 6 d.; 2,250 fr.)

This UNESCO publication ably continues a succession of publications, begun before the Second World War and continued since, to inform the interested public of the means and measures for protecting monuments, museums, libraries, and archives. It is so comprehensive that it supersedes all other general works. The volume is divided into five parts. Part 1 deals with the provisions of the Hague Convention of 1954, the services provided by UNESCO, and the

regulations for executing the Convention provisions. Part 2 concerns hazards to cultural property due not only to military operations but also to fungi, insects, rodents, and climatic conditions. Part 3 consists of general remarks on protection and its techniques with respect to various hazards such as civil war and commando raids, superheavy artillery, aircraft bombs, self-propelled missiles, nuclear weapons, and sheer vandalism. Part 4 describes recommended organizational features at various levels of authority, international, national, and local; and part 5, the longest part of the book, gives highly practical information and guidance for the construction and equipment of buildings for the preservation of cultural property.

Part 5 is subdivided into six sections: (1) the effects of nuclear weapons and precautions against radioactivity, atomic flash and fire, and blast damage; (2) the reinforcement and shoring-up of buildings and monuments and the treatment of vaults and arches; (3) the planning and construction of reinforced concrete shelters and underground shelters, including structural details and examples of shelters in several European countries and illustrations of the Swedish underground factories; (4) installations and equipment and communication and alarm devices; (5) air-conditioning techniques, their application to buildings and shelters, and the protection of air intakes against war gases and heat; and (6) the independent operation, principally by diesel engine, of all protection equipment, the layout of an emergency powerplant, and the protection of electric power stations.

The text is illustrated throughout with small line sketches, photographs, statistical tables, and graphs. And technical annexes carry copious and detailed information on physical, chemical, and mechanical elements of the preservation process to minimize each class of hazard.

This UNESCO handbook is based on a sifting of world experience, literature, and theory. It avoids dogmatism and proposes no rigidly systematic procedures. It gives examples of different protective methods, many of which are analyzed in great detail. Some of these methods have been tested; others are the result of theory and research by competent European experts. The aim is to give curators, librarians, and archivists the basic data that will enable them to consult more understandingly with specialists or, if none are available, to take elementary protective measures themselves. The manual is well worth having and studying. For those who wish to consult a wider literature, an important bibliography on the protection of cultural property was published by the Library of Congress, in 1952, entitled *Safeguarding Our Cultural Heritage; a Bibliography on the Protection of Museums, Works of Art, Monuments, Archives and Libraries in Time of War*, compiled by Nelson R. Burr. But it is more than likely that this UNESCO product by the French engineer Noblecourt supersedes any comparable item in the bibliography.

VICTOR GONDOS, JR.

National Archives

France, Direction des Archives. *Le fond du Conseil d'état du roi aux Archives Nationales. Guide des recherches*, par Michel Antoine. (Paris, Imprimerie nationale, 1955. 96 p.)

Few institutions of France have been of greater importance than the Conseil d'état, which contributed to introducing and consolidating administrative unity in France. Designated variously, with a curious, complex, and confusing history and nomenclature, its archives are as scattered as its names have been various. But in general the King's Council dealt with political, financial, and legal affairs and the administration of justice and assisted the King in administration, political affairs, foreign policy, and the exercise of justice. It received regular organization and definite form in the 17th century.

Anyone interested in studying the institutions of France during the last two centuries of monarchical rule will henceforth be greatly indebted to Michel Antoine. The author's hope that this guide may direct the first steps of students through the "forêt touffue des séances et des actes du Conseil du Roi" certainly should be fulfilled. The archives of the Conseil du Roi are fundamental to the history of institutions of France, and there are very few *repertoires* or *inventaires* to this great mass of documentation in the Archives Nationales, which is not segregated but scattered in some 15 or more *séries* and *sous-séries*.

Michel Antoine's *Guide* is more than a guide; it is a handbook, divided into two parts. In the first part, consisting of four chapters (p. 1-50), the author brilliantly and concisely describes and discusses the Conseil du Roi during the middle of the reign of Louis XV: its character, divisions, membership, functions, meetings, bureaus, and commissions; and he clarifies its complicated nature with a chart (p. 24). Chapter 2 describes the working of the Conseil, its procedures and decisions. Chapter 3 deals with the Actes du Conseil, discussing forms of *arrêts* and judgments of commissions and bureaus. No *procès-verbaux* were kept, except during the period of the Regency, whose records are in the Bibliothèque Nationale. To find an account of the Conseil's deliberations one must consult the *mémoires* and correspondence of members, some of which the author himself has edited. Chapter 4 gives a short account of the history of the archives of the Conseil du Roi during the *Ancien Régime*.

Chapter 5 begins the second part and is the "guide" proper. The author specifically divides his material according to topics dealt with and the Actes of the Conseil and gives for each division a list of the *séries* or *sous-séries* and all available *repertoires* and *inventaires* (p. 51-76), council by council and commission by commission. He gives specific citations of the *états sommaires*, *états numériques*, *repertoires chronologiques et analytiques*, and *tables alphabétiques*, published and unpublished, that are available to the student. He rearranges and adds to the finding aids listed in the *État des inventaires des Archives Nationales* published up to January 1, 1937.

Chapter 6 (p. 77-86) deals with research in the *fonds* of the Conseil d'état du Roi in the Archives Nationales. Here M. Antoine gives hints and suggestions to researchers and several examples of problems in the search for types of material on different topics. He lists many subjects for which the archives of the Conseil will provide indispensable documentation; for the *fonds* of the

Conseil, as M. Antoine says, form a capital fund of documentation for studying the administration and institutions of France during the last two centuries of the monarchy.

In appendixes, M. Antoine discusses the "Polysynodie" period of 1715-18, the papers and documentation for which are widely scattered, and the Conseil des Ducs de Lorraine. There follow an index and 12 illustrations of various types of documents, especially *arrêts*.

A. P. NASATIR

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France, Direction des Archives. *Les sources de l'histoire de l'art aux Archives Nationales*, par Mireille Rambaud, avec une étude sur les sources de l'histoire de l'art aux Archives de la Seine, par Georges Bailhache et Michel Fleury. (Paris, Imprimerie nationale, 1955. 173 p.)

This work is not a conventional archival inventory. It is one of a series of guides to sources for individual disciplines planned by Charles Braibant, Director of the Archives of France, who here contributes a particularly important and interesting preface. A manual for genealogists has already appeared, and others on the history of science, economic history, sigillography, notarial minutes, and judicial records are in process. The present volume makes a broader contribution than its title and modest introduction promise. Besides fine arts, the guide covers town planning, decorative arts, theater, music, and the dance. Censorship, propaganda, administration, urbanization, and various economic, social, intellectual, and religious developments are also illuminated. The sources for the history of art in the French National Archives are extensive, diverse, and scattered; but Mlle. Rambaud's sound training and wide experience are more than adequate for her task.

The first and longest section of the guide deals with written documents in the Archives Nationales. For each record group and subgroup essential information is given about its contents, history, arrangement, and relation to other records and any special problems and obstacles to research. The items selected for inclusion are designed to help initiate investigation, not to provide complete finding lists. Similarly the enumeration of inventories, catalogs, and card indexes and the citations of documentary publications, though often rather extensive, are not necessarily exhaustive. The chapters devoted to notarial records and to the recently established private, economic, and microfilm divisions at the Archives, will be particularly welcome to Americans. There is a good chapter on printed sources.

Part two deals with iconographic documents: architectural plans and drawings, illuminated manuscripts, and seals. In part three, authoritative orientation in surviving Paris departmental and municipal records (Archives de la Seine) is provided by MM. Bailhache and Fleury. In principle the volume excludes such institutions as the Bibliothèque Nationale and Bibliothèque Historique de la Ville de Paris; but essential tools, such as the *fichier Laborde* in the former and *fichier d'histoire et de topographique* in the latter, are happily included.

Mlle. Rambaud and her collaborators have produced an important guide for art specialists, amateurs, librarians, and archivists; an invaluable instrument for historians of all varieties; and a model for other studies of the kind. It will be helpful in the selection of subjects for dissertations and other studies, in the planning and execution of research abroad, and in the evaluation of publications with regard to their use of available material. Reference is facilitated by a clear, logical arrangement, by topical and chronological tables, and by an index. Inevitably there are a few misprints and minor omissions.

DAVID L. DOWD

University of Florida

Belgium, Archives Générales du Royaume. *Les Archives Générales du Royaume a Bruxelles; aperçu des fonds et des inventaires*, par M. Van Haegendoren. (Brussels, 1955. 440 p.)

This is a comprehensive bilingual guide to the printed and manuscript inventories of the *fonds* and collections of the Archives Générales du Royaume at Brussels. Founded in 1815 by King William I of the Netherlands, the Archives Générales houses the archives of the modern Belgian Kingdom; certain records of the "Old Regime," including *fonds* of the Spanish and Austrian Netherlands and of the government established under the French during the Napoleonic period; records of suppressed religious orders; papers of important Belgian statesmen, families, and individuals; and records pertaining to World Wars I and II.

The arrangement of the guide, following the administrative organization of the Archives Générales, comprises four numerical sections and a fifth section devoted to the archives of the World Wars. About 500 *fonds* and collections, numbering approximately 450,000 "*articles*" and occupying 40 kilometers of shelving, are described. Each entry includes the title and dates of the *fond* or collection, a description of the records involved, and a list of pertinent inventories. The descriptive paragraphs show the statutory origin of the agency that produced the records, list significant dates and events in its evolution, cite important subdivisions of the *fond*, and indicate whether the records are inventoried, the number of "*articles*" involved, and whether use of the records is restricted.

The inventories are classified as (1) printed inventories; (2) modern unprinted inventories; and (3) "*ancien*" inventories; that is, inventories compiled before the establishment of the Archives Générales. All editorial notes appear in the two official languages of Belgium — French and Flemish. Each inventory is cited in the language in which it was issued.

The records of the Old Regime described include those of the central institutions established by the rulers of the Low Countries since the Burgundian era (section 1), particularly records of the Chambres des Comptes (section 2) and records of the central institutions of the Duchy of Brabant and of local governing bodies, private institutions, and families of the Province of Brabant (section 3). Many of these records were acquired between the years 1857 and 1875 by exchange with the Austrian and French Governments.

Section 4 comprises entries for records of the central, provincial, and local institutions and agencies of the modern Belgian Government, 1815-1915, with a few entries of earlier and later dates. Included also are papers of prominent Belgian statesmen and families, and a collection of maps and charts. The Archives of the Wars, 1914-18, 1939-45 (section 5), include war-related records created by Belgian agencies at home and in allied and neutral countries, records created by the Germans during their occupations of Belgian territory, and records of various public agencies and private institutions that participated in Belgian relief work. All the records in section 5 are restricted; permission to use them must be obtained from the Archiviste Général.

A bilingual subject and name index and an exposition of the meanings of the varied type used in each entry enables searchers to find any *fond* or collection described and to determine at a glance if it has been inventoried and if the inventory has been printed.

This guide is an important addition to the bibliography of historical source material. Those interested in the history and techniques of record-keeping and record use will appreciate the resumé of the creation and administration of Belgian archives from the Middle Ages to the present time, in which special emphasis is given to the "vicissitudes of politics" and the "fortunes of war" that caused the physical transfer of many records and explain why certain series are scattered or disorganized. Also valuable are the comments on methods of document restoration and reproduction used; the listing of the services and facilities available to searchers; and the rules governing the use of records, all of which are found in or after the introduction.

HOPE K. HOLDCAMPER

National Archives

Guide to Resources for Commonwealth Studies in London, Oxford, and Cambridge, With Bibliographical and Other Information, by Arthur R. Hewitt. ([London], Institute of Commonwealth Studies, University of London, 1957. viii, 219 p. \$3.57.)

The declared purpose of this *Guide* "is to assist advanced research workers, particularly those who have come to Great Britain from overseas, to locate material for the study of the British Commonwealth. The materials listed fall mainly . . . within the fields of history and the social sciences." Since the roots of the Commonwealth members reach back into the first British Empire, which lasted to the end of our colonial period, there are valuable items here for American historians. An experienced librarian, Mr. Hewitt has organized his compact *Guide* to provide for many approaches and supply many wants. His index, though full, is concise, noting explicitly where the materials are on a given topic. Within the body of the *Guide* he gives many cross references and directs the searcher to other useful books. The first of the two main parts of the *Guide* is characterized as a "General Survey of Resources." In this the author notes bodies of archives, private papers, papers of chartered and other companies, collections of parliamentary papers, periodicals, and newspapers. He gives information about dates, accessibility, published guides, lists, indexes,

catalogs, union lists, microfilm publications, and other useful matters. For example, of the Hudson's Bay Company records, he says:

... only archives up to the year 1870, the date of the Deed of Surrender of Rupert's Land to the Crown, are available for inspection. . . . Use of the documents is subject to rather stringent conditions. . . . Applications from accredited research workers for permission to consult them . . . must be accompanied by two references or letters of recommendation. The records . . . are being published. (The Company's archives have been copied on microfilm, a set of which is available for consultation at the Public Archives of Canada, Ottawa, under similar terms and conditions to those which apply to the use of the originals in London.) The Goldsmiths' Library, University of London, also possess some miscellaneous papers relating to the Company.

One section offers "Sources of Information on the Location of Papers," noting, for instance, the National Register of Archives and the recording of manuscript migrations in the *Bulletin* of the Institute of Historical Research. Another section lists under subjects (history, political science, economics, geography, law, sociology) appropriate libraries, by name only, with occasional special notes. For example, under the heading History — Overseas Territories: "University College Library, London (includes the Hume tracts 1810 to 1850 many of which relate to Africa and the West Indies, and material on the American Colonial period)." Bibliographies are included with each subject section. The section "Theses and Research in Progress" points out compilations, periodical listings, and the card index of the Institute of Commonwealth Studies. There is also a section of "Bibliographies and Works of Reference," arranged by geographical areas, with references to special lists elsewhere in the *Guide*.

The second main part of the *Guide* is devoted to alphabetically ordered descriptions of collections in London, Oxford, and Cambridge. Over 100 collections in London alone are listed, ranging from that of the Admiralty (which is assembling information on the location of collections of naval papers in private hands), through the Public Record Office (where the Cornwallis, Manchester, and Shaftesbury Papers, among others, are of special interest to Americans), the Royal Empire Society ("probably the largest collection of material on the British Empire and Commonwealth in the United Kingdom"), and the Society for the Propagation of the Gospel (which has a "fine collection of archives from its foundation in 1701 to date . . . [and] letters from the American colonies, the West Indies, Canada, Newfoundland"), to the Zinc Development Association.

The section on collections in Oxford describes the Bodleian at some length, especially the Rhodes House Library, noting that it has purchased the archives of the Anti-Slavery Society and the Aborigines Protection Society, 1820-1941, and has made microfilm copies of several series of 19th-century documents in American archives dealing with the suppression of the slave trade, the African Squadron, and Negro colonization.

The last part of the book lists universities in the United Kingdom offering facilities for Commonwealth studies and advisory, research, and other organizations concerned with various aspects of Commonwealth affairs.

In 219 pages Mr. Hewitt has set up clear signposts that should guide the persistent, imaginative researcher to countless valuable historical items.

GRACE QUIMBY

National Archives

Guide to the Kent County Archives Office, by Felix Hull. (Maidstone, Kent County Council, 1958. xvi, 290 p., illus., appendixes. 13 s. 6d.)

This is a useful, well-made book, the climax to a quarter century of industrious attention to the local records in the southeast corner of Britain.

Occupying almost the identical area of an ancient Anglo-Saxon kingdom of the same name, Kent is bounded on the north by the Thames and its estuary, and on the east and southeast by the English Channel. To the west lie Sussex and Surrey. The county area is 1,525 square miles, somewhat larger than Rhode Island, somewhat smaller than Delaware. Its people outnumber the combined population of both those States. Kent has no cities as large as Providence or Wilmington, but it does have about 16 urban places of more than 25,000 people, including Canterbury, Gravesend, and Maidstone, the county capital.

Though another might dispute the claim, the Kent Records Office, built staunchly in 1938 behind the County Hall at Maidstone, is, in the foreword of Lord Cornwallis, "still the leading records building of any English county." Plate 1, appropriately, is a picture of it. Plate 4 gives the plan of an 1824 county building, completed in 1827, with a record room that is still in use for records of lesser significance.

Other preliminaries of the *Guide* include a brief introduction, a page of acknowledgements, the names of donors and depositors, a table of contents, an itemization of the 22 illustrative plates, and a list of the members of the County Archives Committee for 1953-58. The meat of the *Guide* is served in four courses: part 1, Official County Archives (75 p.); part 2, Official Deposited Archives (17 p.); part 3, Ecclesiastical and Miscellaneous Semi-Public Archives (21 p.); and part 4, Unofficial Deposited Archives (94 p.).

County Archivist Felix Hull and his coworkers have completed a formidable task in collecting, refining, and verifying so much essential information on so heterogeneous a mass of material. For part 1 they chose a form of entry patterned on the *Guide to the Essex Quarter Sessions and Other Official Records* (1946). Helpful introductory notes accompany each major section. Simple classification numbers appear frequently yet not obtrusively. Facts on quantity or bulk, meaningful though they may sometimes be, are customarily omitted.

The appendixes mention fragmentary medieval manuscripts, inform searchers of the facilities and regulations, suggest the resources of other Kentish repositories, and provide decipherments for some of the antique documents pictured in the plates. It is a minor cavil to say that some of these functions could have been done differently or better. The index of 52 pages is superb for its coverage of local place names. There is no county map in the volume.

When Lilian J. Redstone and Francis W. Steer published their book on

Local Records (1953), they said of local record offices in England: "It is very desirable that students, both in this country and overseas should have an efficient means of ascertaining exactly what is included in the vast numbers of records, official and private, which are accumulating in local record offices." The statement, by and large, still holds. But the appearance of this *Guide to the Kent County Archives Office* has filled one of the voids, perhaps for as long as 50 years.

H. B. FANT

National Archives

South Africa's Archives, by A. Kieser. (*Digest of South African Affairs, Supplement Fact Paper no. 58, May 1958*; Johannesburg, Hayne & Gibson, 1958. 10 p. Free on request from State Information Office, Private Bag, Pretoria.)

In this paper the Chief Archivist of the Union of South Africa discusses in general terms the work done by the South African Archives, including archives depots in the provinces. He outlines briefly their organization and aims and the various specialized tasks performed by the Department under his charge.

The article opens with a definition of terms. These are somewhat confusing. Dr. Kieser speaks both of "archives groups" — a term that he uses in the conventional sense — and of "archives records," by which he means archives in the Jenkinsonian, not records in the English judicial, sense.

He then comes to the question of access. "The records," he remarks with much sense, "are kept not to be hoarded as a miser hoards his gold but to be used." In fact, however, South African policy is not particularly liberal in giving access to its records when compared with the other young Dominions of the British Commonwealth. The South African Archives grants access only up to 1910, and thereafter 50 years after the records have come into being. This provision excludes the use of all the material that has come into existence since the formation of the Union of South Africa; it compares most unfavorably with Australia's policy of opening the records after 25 years, and New Zealand's of permitting departments to make their own arrangements once the records have been transferred.

Dr. Kieser then turns to his Department's publication policy. This is determined by an Archives Commission, a statutory body, on which serve university professors and other learned men. This arrangement is probably not one to be recommended. For experience has shown that it is never possible on such a committee to represent all schools of thought equally; an academic committee is likely to be biased in its composition one way or another; and, the more strong-minded the academic representatives are, the more vigorously will they fight for their own special interests.

The policy of the Archives has been, since the 1940's, not to publish selected documents but to print complete series of records. This is a wise decision. And Dr. Kieser adds that the documents will always be printed in full, experience having shown the unsatisfactory nature of calendars and abridgments. A policy of that kind has much to commend it where older documents are concerned.

It is, however, one that puts great limitations on the publication of very modern documents, which are so numerous that calendaring or giving selective descriptions may often be the only practicable way of dealing with them.

More objectionable is the fact that the Publications Section of the South African Archives is also responsible for printing academic theses and other works based on historical research. Work of this kind generally tends to be somewhat immature; the purpose of an academic thesis is, after all, to provide training for apprentices in the historian's craft. Generally speaking, post-graduate research gains if it is allowed to lie in "cold storage" for a number of years and finally sees the light of day in the form of a book acceptable to an ordinary academic publisher. As it is, the Union Archives is in danger of putting the stamp of official approval on productions that have little more to recommend them than assiduous reading, a wooden style, and unimpeachable political orthodoxy.

As far as the training of staff is concerned, Dr. Kieser considers that, ideally, every professional archivist ought to have an M. A. degree in history, as an archivist must be "proficient in historical research." This conclusion is questionable, at any rate where modern records are concerned. Modern records, the scope of which has immensely widened as the result of the 20th-century "administrative revolution," are not simply the historian's preserve. They are, or should be, of equal interest to economists, demographers, sociologists, and scholars interested in related disciplines. There is thus no reason to confine the selection of staff to historians. For one thing we badly need accountants. Sooner or later we may have to employ archivists with engineering qualifications to evaluate the more recent government records. Admittedly, historians will always be wanted as specialists. But archivists in general should look upon themselves primarily as administrative experts and information officers, familiar with the problem of getting the searcher to the sources.

Dr. Kieser finally discusses the cooperation between his department and other offices. The Archives limits itself to making the investigations that must be made before the Archives Commission will grant authority for the destruction of records. There is no record management program of the American type. It is to be feared that the absence of such a program may have serious consequences for the future work of the South African Archives, with inevitable effects on the source material that will one day be available.

V. W. HILLER

National Archives of Rhodesia and Nyasaland

Normas para la transcripción y edición de documentos históricos (Universidad Nacional de Córdoba, Facultad de Filosofía y Humanidades, Instituto de Estudios Americanistas, Serie Histórica no. 28; Primera Reunión Argentina de Paleografía y Neografía, Córdoba, Imprenta de la Universidad, 1957. 93 p.)

This little volume is composed of several parts: a preliminary notice that explains how this first Argentine meeting of paleographers and neographers (if we may accept the term) came about, and a proposed set of rules and

standards for their use; a part devoted chiefly to the standards and rules approved at the meeting and a running account of the interchange of opinions at the meeting; and two appendixes, one the short monograph by Aurelio Z. Tanodi that was the theme of the meeting, and the other a transcript of the remarks of representatives of learned institutions in Argentina on the desirability of the proposed rules.

The proposed and the adopted standards as well as the discussions are concerned with fine points of transcribing and editing historical documents: orthography, punctuation, the use of capital letters, the separation of words and phrases, accents, abbreviations, typographical symbols, and so on. The paleographers, archivists, and historians were dealing here not only with modern historical papers but also with documents that come from a period when little heed was given to grammar or punctuation and when the use of abbreviations and capitals provided baffling problems of meaning. The efforts of these men to agree on modern equivalents of the old forms and to bring about a common practice in Argentina are indeed praiseworthy.

The most interesting part of the book is its account of the discussions, which were by no means technical or tiresome. There are eminently practical comments on the capacity and training of copyists, the intelligence of readers, and the interpretative abilities and rights of paleographers. But most important, there come to the surface fundamental principles of right and wrong, the conflict between faithful and exact rendition of an original on the one hand, and a meaningful, comprehensible version on the other. One participant, in commenting on certain Argentine publications, said: "But in literary and not so literary texts, they are even taking this liberty — without prior indication to the reader — of omitting words and even paragraphs which in the judgment of those who copy and publish them, could injure the person of a great hero, or a hero of the Revolution or of Argentine independence." Such a practice, the speaker declared, "does not speak well for our culture."

This book, therefore, is more than an account of the deliberations of a small group of technicians; it is also a presentation of moral values of which publishers and editors the world over need often to be reminded.

ALMON R. WRIGHT

Department of State

Catálogo sumario de los fondos existentes en el Archivo Nacional, by Felipe Zapata Casanova. (Instituto Panamericano de Geografía e Historia, *Publicaciones* del Comité de Archivos, La Habana, Cuba, 1958. 85 p.)

This brief catalog of the documents in the National Archive of Cuba is intended to serve as a guide to the materials that the employees must manage and to inform investigators about the nature, variety, quantity, and importance of the "archivalia." In a summary manner the author has succeeded in presenting an informative description of the groups of records now in the Archive. The items are arranged according to the governmental organization by which the records were produced since it is considered that this is the best plan for their classification. For each group there is a brief history of the records and

their organization. They are then described, with an indication of their content and subject matter. In each case the location of the groups in the various rooms of the Archive is stated, and the number of bundles and volumes, their dates, and the indexes to them are set forth. The publications respecting the documents are listed. The losses suffered during the many moves of the Archive and removals to Spain are mentioned; and the effective labors of Capt. Joaquín Llaverías, the late Director of the Archive, in reorganization and cataloging are recognized in the preface. The small volume is a useful tool both for those who work in the Archive and for students who desire to use the "archivalia." The Committee on Archives of the Pan American Institute of Geography and History has performed a useful service in the publication of this *Catálogo Sumario*.

ROSCOE R. HILL

Washington, D. C.

Canada, Public Archives. *Preliminary Inventory, Record Group 9, Department of Militia and Defence, 1776-1922*. (Ottawa, 1957. 36 p., appendixes. 50¢.)

———. *Preliminary Inventory, Record Groups no. 14, Records of Parliament, 1775-1915; no. 15, Department of the Interior; no. 16, Department of National Revenue*. (Ottawa, 1957. 30 p., appendixes. 50¢.)

———. *Preliminary Inventory, Manuscript Group 23, Late Eighteenth Century Papers*. (Ottawa, 1957. 52 p., 50¢.)

These additions to the *Preliminary Inventories* of record and manuscript groups stand as further testimony to the successful efforts of W. Kaye Lamb, Dominion Archivist, to make the holdings of the Public Archives of Canada more widely known.

The first two volumes are in the "blue" series, dealing with the archives of public departments. In each volume a brief history of the growth of the department concerned precedes the inventory of the records. Except for the records of Parliament, each group is followed by a list of the principal officials during the period covered by the inventory. A diagrammatic organization chart of the Department of the Interior, 1873-1936, appears on p. 13 of the second volume, a useful key to the growth of the archives. The first volume has an appendix of titles of the various acts of provincial and Dominion parliaments governing the militia and armed forces and contains a full subject index. The records of the Adjutant General's Office, Lower Canada, 1776-1847, which are described first, being mainly in French, are described in that language.

If an agency existed before Confederation, as is the case of Parliament, the Department of Militia and Defence, and the Department of National Revenue (customs and excise), the records earlier than 1867 are grouped and described under the province in which they originated. Descriptions are full enough to give the user a clear conspectus of the bulk and content of these cardinal record groups.

The third volume, in the "red" series of inventories of the arbitrarily established manuscript groups, deals with original documents, transcripts, photo-

copies, and microfilms acquired by the Public Archives from Canadian and external sources and relating to personalities and events of the late 18th century. This group deals with the British settlement of Quebec; the American Revolution; the Loyalists; the establishment of colonies in New Brunswick, Cape Breton, Prince Edward Island, and Upper Canada; exploration and travel; military history; and Newfoundland. Being more diverse in nature and origin than the record groups, the manuscript groups require, and are provided with, more description of content. A full $3\frac{1}{2}$ page index of persons, places, and subjects adds considerably to the value of the inventory.

PETER WALNE

Berkshire Record Office
Reading, England

Calendar of Maryland State Papers. No. 5, Executive Miscellanea. (Hall of Records Commission, *Publication* no. 11; Annapolis, 1958. xii, 198 p.)

This is the eighth and final volume in the calendar series of *Maryland State Papers*, which began with the "Black Books" (1943) and has included all of the "Rainbow Series" of manuscript volumes, so-called from their different colored bindings. Originally loose papers, long neglected in the State Capitol, they were roughly sorted and stitched almost a century ago and eventually came to the Hall of Records. The series of calendars has rendered these records conveniently and widely useful for the first time. The entries in each calendar are arranged in strict chronological order, while the manuscripts are not; and the user has the further advantage of a good index to each volume.

Most of the documents are of the 18th century and pertain to the executive business of the Colony and the State. As the title of the present volume suggests, the papers here calendared are miscellaneous, including both unbound executive papers and some manuscripts in the Rainbow Series, previously overlooked. In each entry the document is identified by location as well as by date and content. Over two-thirds of the 1,100 entries are concerned with the Revolution in Maryland during 1775-78; the rest, mainly for the years 1751-69 and 1779-99, have less continuity. Some are related to material in the "Brown Books," which deal almost exclusively with problems and conditions during the War for Independence. The present volume has been ably edited by Gust Skordas and the late Roger Thomas.

The list of persons, by counties, who took the oaths of allegiance and fidelity in 1778 comprises an organic body of material, not typical of the contents of this volume. Because the other papers are so miscellaneous in character, it is regrettable that the editors restricted the index to names and places. There is, however, a finding list for the original documents by number, keyed to the numbers of the calendar entries. With the completion of this series Morris L. Radoff and his staff in the Hall of Records have earned special commendation for an accomplishment of high quality and enduring value.

LESTER J. CAPPON

Institute of Early American History and Culture
Williamsburg, Va.

PUBLICATIONS RECEIVED

- American Historical Association, Committee for the Study of War Documents. *Guides to German Records Microfilmed at Alexandria, Va. No. 1. Records of the Reich Ministry of Economics (Reichswirtschafts-ministerium)*. Washington, National Archives, 1958. 75 p. Processed.
- American Historical Association, Committee for the Study of War Documents. *Guides to German Records Microfilmed at Alexandria, Va. No. 2. Records of the Office of the Reich Commissioner for the Strengthening of German-dom (Reichskommissar für die Festigung deutschen Volkstums)*. Washington, National Archives, 1958. 15 p. Processed.
- DePauw University. *Annual Report, Archives of DePauw University and Indiana Methodism, 1957-1958*. Greencastle, Ind. [1958. 5 p.]
- Great Britain, Historical Manuscripts Commission. National Register of Archives, Worcestershire Committee. *Tenth Annual Report, 1957-58*. n. p., 1958. 5 p.
- Harvard University Library. *The Harvard University Archives (Guides to the Harvard Libraries, No. 4)*. Cambridge, Mass., 1957. 10 p.
- India, National Archives of India. *Annual Report of the National Archives of India for the Year 1955*. New Delhi, Government of India Press, n. d. 16 p.
- India, National Archives of India. *Indian Records Series. Fort William-India House Correspondence and other Contemporary Papers Relating Thereto (Public Series), Vol. II: 1757-1759*, ed. by H. N. Sinha. (New Delhi, 1957. lii, 512 p.)
- Lincolnshire Archives Committee. *Archivists' Report 9, 24th March 1957 — 31st March 1958*. n. p., n. d. 70 p.
- Northamptonshire Archives Committee. *Annual Report 1st April, 1957 to 31st March, 1958*. n. p., n. d. 11 p.
- The Rutherford B. Hayes Library. *Annual Report, 1956-1957*. Fremont, Ohio, 1957. 33 p.
- Tanodi, Aurelio Z. *Notas sobre Archivos y Archivologia*. (Cuadernos de la Revista de Humanidades, Facultad de Filosofía y Humanidades, Universidad Nacional de Córdoba). [Córdoba, Argentina], n. d. 32 p.
- U. S. National Archives. *National Archives Accessions*, no. 54, June 1958. [Washington, 1958.] 48 p. Processed. Contents: "Early Business Statistical Operations of the Federal Government," by Meyer H. Fishbein; accessions for 1956-57; announcements.
- U. S. National Archives. *Records of the Appropriations Committee of the House of Representatives: Subcommittee on the Works Progress Administration, 1939-41*, comp. by George P. Perros (*Preliminary Inventories*, no. 107). Washington, 1958. 14 p. Processed.
- U. S. National Archives. *Records of the Bureau of Reclamation*, comp. by Edward E. Hill (*Preliminary Inventories*, no. 109). Washington, 1958. 27 p. Processed.

U. S. National Archives. *Records of the House of Representatives Select Committee of Inquiry into Operations of the United States Air Services, 1924-25*, comp. by George P. Perros (*Preliminary Inventories*, no. 108). Washington, 1958. 10 p. Processed.

West Bengal. Government of West Bengal, Education Department. *Annual Report of the West Bengal Secretariat Record Office for the year 1951*. Alipore, West Bengal, 1957. 14 p.

Worcestershire Photographic Survey Council. *Eighth Annual Report, 1957-58*. n. p., n. d. 6 p.

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News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Utah State Historical Society, the Genealogical Society of the Church of Jesus Christ of Latter-day Saints, the National Society of Daughters of Utah Pioneers, the National Society of Sons of Utah Pioneers, and the Nicholas G. Morgan, Sr., Foundation sponsored the Salt Lake City joint convention, Aug. 17-20, of the Society of American Archivists and the American Association for State and Local History. Everett L. Cooley, State Archivist, Utah State Archives, was chairman of the joint committee on local arrangements.

On Sunday, Aug. 17, the Utah State Historical Society gave an afternoon reception at its offices, 603 East South Temple St. In the evening a buffet dinner in the roof garden of the Hotel Utah, the convention hotel, completed the welcome. On Monday breakfast was served by the Daughters of Utah Pioneers before the concurrent sessions in the Pioneer Memorial Museum; the afternoon sessions and the annual dinner of the archivists took place at the Hotel Utah.

Tuesday, Aug. 19, was devoted to a field trip for registered members and their guests. Chartered buses carried the sightseers to Great Salt Lake, the Bingham copper mine pit, and Big Cottonwood Canyon in the Wasatch Mountains. Lunch was served at an alpine lodge about halfway to the top of the range. The buses then continued to Brighton, whence a ski lift ran up 2,000 ft. higher. Returning in the late afternoon, everyone was offered a full tour of the Pioneer Village Museum, a project of the Sons of Utah Pioneers. Then came a memorable "old-time Western supper under the stars."

The sessions of the final day, Wednesday, Aug. 20, were held at the Hotel Utah and ended with the annual dinner of the historians. A feature of the morning was a session on "Western Archival Resources," presided over by David C. Duniway of the Oregon State Archives, with the following panel: Ralph Burcham, Washington State Archives; Lola M. Homsher, Wyoming State Archives and Historical Department; Elmer W. Lindgard, Seattle Federal Records Center; and David E. Miller, University of Utah.

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

At the business meeting of the Society on Aug. 19 the names of the newly elected Fellows of the Society were formally announced, as follows:

Past Presidents:

Philip C. Brooks	Wayne C. Grover	William D. Overman
Solon J. Buck	Waldo G. Leland	Ernst M. Posner
Lester J. Cappon	William D. McCain	Morris Radoff
Christopher Crittenden	Margaret C. Norton	

Fellows elected in 1958:

Everett Alldredge	Henry H. Eddy	Marguerite J. Pease
Herbert E. Angel	Victor Gondos, Jr.	Howard H. Peckham
Robert H. Bahmer	Philip M. Hamer	Dolores C. Renze
William J. Barrow	Robert W. Hill	Theodore R. Schellenberg
G. Philip Bauer	Roscoe R. Hill	Fred Shelley
Lester K. Born	Oliver W. Holmes	Clifford R. Shipton
Henry J. Browne	Herman Kahn	Alice E. Smith
Mary Givens Bryan	Lucile M. Kane	Lester W. Smith
Helen L. Chatfield	Paul Lewinson	Dorothy K. Taylor
Leon deValinger, Jr.	Carl L. Lokke	Karl L. Trever
Sherrod E. East	Robert W. Lovett	Richard G. Wood
James H. Easterby	Thornton W. Mitchell	

REPORTS FOR THE YEAR 1957-58

ANNUAL REPORT OF THE SECRETARY

Since it has been my pleasure and privilege to appear before you several times during this session in Salt Lake City, I shall make only a brief report now. Instead of abstracting the many useful committee reports that have been sent to me, I shall submit them for publication in the *American Archivist*. I hope they will be of interest to the members of the Society and to other readers of our journal. All but four committees have made reports.

In the conduct of the affairs of such an organization as ours, it is inevitable that the officers and Council, whose duty it is to handle the day-to-day business and to meet various problems as they arise, are kept better informed than the membership at large. The secretary and treasurer are in daily communication; and, with the happy and prosperous state of our present membership, this means that many hours each day and many weekends are devoted to the details of communication and recording. And there has been exceptionally good communication with our president, thanks to the Thermofax method.

The secretary has attended all Council meetings and has prepared for them well in advance so that the Council could have an opportunity to review matters pending or to bring up new matters for consideration. In many instances lengthy correspondence has been carried on with committee chairmen. Ordinarily there is no secret about any of the business transacted; it is simply a fact that somebody has to do the job and that the task naturally falls to the officers. Much of the routine is tedious, especially the work of the secretary and the treasurer, but it is made less burdensome by having such a considerate and cooperative group to share the responsibility. Although I sometimes find the work demanding, I have been glad to serve to the best of my ability.

There are many areas in which, I believe, more activity and development would benefit the Society. One such is public relations, especially making known the career opportunities in the archival field through articles in college placement magazines — perhaps even in a pamphlet somewhat like the splendid brochure published by the American Association for State and Local History. Another field is the exploiting (in the best connotation) of the various elements of interest that compose our society. Perhaps one of the most important projects I would recommend is that of bringing up to date the long-range planning

study made several years ago. I should also like to see a handbook for planning archives buildings and record centers — such a guide as is available in the July 1957 issue of *News Notes of California Libraries*.

Our membership has had a healthy growth. From July 1, 1957, through June 30, 1958, new members numbered 130, and 60 members were dropped, leaving a net gain in membership of 70. Every new member has been welcomed by a personal letter from the secretary. Our membership records are in excellent condition and are fully coordinated with the treasurer's record. The biographical records are almost complete; only a few of our members have failed to submit summaries of their careers.

We have been saddened by the loss of two members: Martin Schiller of the New York City Municipal Archives and our beloved friend Roger Thomas of the Hall of Records, Annapolis, Maryland. Their passing will be memorialized by a resolution offered later in the meeting.

Other milestones in the year will be recognized elsewhere in this program: the Waldo Gifford Leland Prize award and the election of Fellows of the Society. Several of our members who have been honored with grants or fellowships have written to the secretary about their sojourns abroad. We have especially missed Ernst Posner, Father Henry Browne, and Alice Smith; and we look forward to their return.

As has been true for many years, the Society owes a debt of gratitude to the National Archives for its contributions to the publication of our professional journal, the *American Archivist*. The Torch Press and Paul Strain also have our sincere appreciation for the excellent business relations that we enjoy with them from year to year.

The climax of each year's activity is the annual meeting, and its success results from the work of the Local Arrangements Committee and the Program Committee. It has been my privilege to work with Christopher Crittenden, program chairman, and Everett Cooley, local arrangements chairman, in planning this memorably stimulating meeting.

It would be a grievous oversight to omit mention of the valued assistance given me by other Denver area members of the Society: Evelyn Johnson, George Warren, Elleine Stones, Thelma Chisholm, members from the Regional Records Center, and others — all of whom made substantial contributions of time and assistance in the secretary's work.

DOLORIS C. RENZE, *Secretary*

ANNUAL REPORT OF THE TREASURER

The receipts of the Society for the year ending June 30, 1958, were \$11,192.68. Of this amount \$5,036.00 was received from the several classes of memberships; \$2,827.42 from subscriptions to the *American Archivist*; \$345.82 from the sale of advertising space in this publication; \$176.00 from the sale of back issues; \$90.00 from the sale of reprints and microfilms; and \$65.00 from the sale of the *Directory*, after free distribution to the membership. As announced at the December meeting in New York, the friends of Waldo Gifford Leland established a prize fund in his name, in the amount of

\$1,050.00. The Finance Committee deposited this in a savings account, at a good rate of interest. The Society realized \$109.83 from the annual meeting at Columbus, Ohio, through the courtesy of the Ohio Historical Society, Erwin C. Zepp, Director. As a Series "E" Savings Bond had matured and was no longer bearing interest, it was cashed; and the proceeds, in the amount of \$1,012.50 were deposited in a savings account.

The expenditures during the fiscal year were \$8,161.66. A recapitulation shows that \$1,937.56 was charged to administrative expenses and \$50.00 to the purchase of microfilm; \$6,200.49 was paid to the Torch Press for printing the *American Archivist* and the *Directory*. Other expenses incurred were refunds on subscriptions and postage for the editorial office, amounting to \$23.61. The budget for the fiscal year 1957-58 contained an item of \$800.00 appropriated toward the preparation of the index to the *American Archivist* being prepared under the supervision of the editor. As no payment was made during this fiscal year the full amount will undoubtedly be paid during the next fiscal year.

It is a pleasure to report to you that our Society is solvent. In addition to having a good working bank balance, we have reserve funds in three savings accounts, in addition to the Waldo Gifford Leland Prize Fund. The total deposits in these funds, amounting to \$7,132.60, drew a total interest of \$216.44.

All outstanding bills submitted have been paid and at the close of the fiscal year on June 30, 1958, the checking account contained a balance of \$4,188.08.

LEON DEVALINGER, JR., *Treasurer*

REPORT OF THE AUDITING COMMITTEE

The Auditing Committee has carefully checked the accounts of the treasurers, William D. Overman and Leon deValinger, Jr., for the past fiscal year. It has examined the bank statements and other documentation forwarded by Mr. deValinger and finds everything correct and in good order.

The Committee pays tribute to the devotion of the two successive treasurers during the past year. Their work has been done with a dispatch and accuracy for which the entire membership of the Society should be grateful.

FRED SHELLEY, *Chairman*

Aug. 12, 1958.

MINUTES OF THE COUNCIL

Aug. 17, 1958

The Council was called to order at 4:00 p. m. on Aug. 17, 1958, by President William D. Overman in his suite at the Hotel Utah, Salt Lake City. Also present were the secretary, the treasurer, and Council members David Duniway and Thornton Mitchell. A long distance telephone call from the vice president indicated that he was en route but would arrive too late for the meeting. The secretary notified the meeting that the editor and Council members Kane and Grover were unable to attend. Since a quorum was present, however, the meeting went forward on schedule.

The minutes of the May Council meeting were approved as read.

The president and the secretary announced some developments of interest: the separation, in Illinois, of archival and record management functions; the beginning of an archival program in Nevada; and projected building plans in Massachusetts. A report was read concerning representation of the Society on the Committee on Bibliography of the American Library Association's Reference Service Division. W. H. Topham represented the Society at a meeting in San Francisco on July 5 and made an excellent written report. The Council voted to defer naming a representative until after the new president should take office.

President Overman read messages of greeting from Ernst Posner and from Paul Strain of the Torch Press.

Reports of officers followed. The president reported on final arrangements made for announcement and recognition at the annual dinner of Fellows of the Society elected for 1958. In the absence of the chairman of the Committee on Professional Standards or other past presidents of the Society, President Overman designated Vice President Oliver W. Holmes to make the announcement. The treasurer gave an informal report on the Society's finances, and a current statement through Aug. 12 was filed with the secretary. The secretary reported that Dr. Beers (review editor of the *American Archivist*) had indicated that he would send his noncurrent records for incorporation in the Society's archives. On motion of Thornton Mitchell, seconded by David Duniway, the secretary was directed to express to Dr. Beers the Council's appreciation of his work on reviews. As directed by the Council in May, the secretary read the recommendations of the *ad hoc* committee to make plans for the Waldo Gifford Leland award (with slight modifications adopted by the Council in May), together with the resolution prepared for presentation at the annual business meeting concerning the Waldo Gifford Leland Prize Committee. The wording of the recommendations and the resolution were approved, and Mr. Mitchell was designated by President Overman to present them to the membership at the annual business meeting.

There followed serious discussion of nomenclature used in the July 1954 Resolution on Committees, Part III. It was the consensus that the term "General Promotional Committees" is not satisfactory and that some other terminology — perhaps "special or specialized area" committees — should be adopted. No action was taken, pending further discussion.

A letter from Charles E. Hughes, Jr., relating to plans for the 1959 annual meeting in Philadelphia, was read. The secretary was directed to send the customary specific instructions for operation and to inform Mr. Hughes that he is authorized to act for the Society in choosing a hotel and in coordinating all arrangements with the chairman of the committee on arrangements for the meeting of the American Association for State and Local History. This action was taken on motion of Thornton Mitchell, seconded by David Duniway.

Details of arrangements in progress for the Society's joint meeting with the American Historical Association in December 1958 at Washington, D. C., were reported by the secretary. The selection of a speaker was left to the

discretion of the 1958-59 president. Mrs. Renze urged that in the future this matter be settled earlier in the year in order to facilitate getting the information ready for incorporation in the Association's printed program, which goes to press in September of each year.

Under new business, several matters of policy relating to the *American Archivist* were discussed. Thornton Mitchell presented a motion, seconded by David Duniway and concurred in by the Council: (1) that the Editorial Board be instructed to take the necessary steps to copyright future issues of the *American Archivist*; (2) that requests for permission to reprint articles from the *American Archivist* be directed to the secretary; and (3) that the secretary shall consult with the editor and the contributor to clear release of material for reprints.

The hour then being 6:20 p. m., remaining business was deferred until the next Council meeting, on Wednesday, Aug. 20. The meeting adjourned at 6:30 p. m., on motion of Mr. deValinger, seconded by Mr. Mitchell.

DOLORES C. RENZE, *Secretary*

[*Editor's note:* The minutes of the business meeting on Aug. 19 and of the Council meeting on Aug. 20 will appear in the April issue of the *American Archivist*.]

NEW MEMBERS

The following members have joined the Society since our last reporting:

Paul L. Bishop, Federal Records Center, Alexandria, Va.; Hazel Bruce, Menninger Foundation, Topeka, Kans.; Thelma M. Chisolm, Denver; Helen L. Davidson, Lilly Research Laboratories, Indianapolis; Mary Roberts Davis, Atlanta; Picot B. Floyd, U. S. Coast Guard; Melvin Gingerich, Archives of the Mennonite Church, Goshen, Ind.; Alice B. Good, Arizona State Library and Archives, Phoenix; Alan E. Gorham, Boston; William S. Harris, Centreville, Va.; Evelyn J. Johnson, Colorado State Archives, Denver; the Rev. Arthur E. Leen, Norwood, Ohio; Robert F. Metzendorf, Yale University Library; Abby Moran, Fort Worth; Rear Adm. (Ret.) A. M. Patterson, North Carolina Department of Archives and History, Raleigh; Roland C. Rieder, Montebello, Calif.; Neil R. Riggs, Salem, Oreg.; Doris E. Weaver, California State Division of Highways, Sacramento; and Ida Welch, Brookfield, Wis.

OTHER INDIVIDUAL MEMBERS, all of the National Archives and Records Service, Washington: French M. Clevinger, Mark G. Eckhoff, Mary Jo Grotenrath, Chester L. Guthrie, Nancy L. Hansen, Ronald L. Heise, Henry Stephen Helton, Edward E. Hill, Harold E. Hufford, Clark W. Nelson, Elizabeth D. Secrest, William F. Sherman, Richard L. Thurm, and Edith Evelyn Wade.

INSTITUTIONAL MEMBERS: Abrahams Magazine Service, New York City; Flint Junior College, Flint, Mich.; the libraries of Florence State College (Florence, Ala.), Iowa State University (Ames), Kings College (Wilkesbarre, Pa.), and the University of Maine (Orono); the Historical Society of New Mexico (Santa Fe); the University of Toledo Library (Ohio); and the Washington State Library (Olympia).

FOREIGN MEMBERS: *Australia*—State Library of Tasmania; *Canada*—Legislative Library, Regina, Saskatchewan; *Fiji Islands*—Central Archives, Suva; *India*—Administrative Department, Assam State; *Italy*—Istituto di Studi Storici, Naples; *Rumania*—Biblioteca Cen. de Stat., Bucharest; and *U. S. S. R.*—Biblioteka Akademi, Leningrad, and Istorich Biblioteka, Moscow.

NATIONAL ARCHIVES AND RECORDS SERVICE

Records recently accessioned by the National Archives include two volumes of minutes, 1871-74, of the board appointed by President Grant that became known as the Grant Civil Service Commission and correspondence of the present Civil Service Commission, 1884-1906, some of it with the President; records of the National Park Service that complete the central files of that agency through 1949; and records of the United States Maritime Commission and the War Shipping Administration, 1921-48, documenting the organization and operations of these agencies at high policy levels during World War II as well as earlier operations of the Maritime Commission and its predecessors.

Among recently issued National Archives microfilm publications are the Letters Received by the Office of Indian Affairs, 1824-81. These letters were written from 5 superintendencies — California (21 rolls), Dakota (24 rolls), Minnesota (1 roll), Oregon (12 rolls), and Washington (14 rolls) — and from 15 agencies (52 rolls). Other recent microfilm publications are the Population Schedules for the 1820 Census for the State of Ohio (10 rolls); an Index to Passenger Lists of Vessels Arriving at New York, 1820-46 (103 rolls); and Records Relating to Confederate Naval and Marine Personnel (7 rolls).

The National Archives has issued the following preliminary inventories: no. 110, *Records of the Public Buildings Service*, compiled by W. Lane Van Neste and Virgil E. Baugh; and no. 111, *Records of the Select Committee of the House of Representatives on Foreign Aid, 1947-48*, compiled by George P. Perros. It has also issued a revised edition of its Special List no. 9, *List of Foreign Service Post Records in the National Archives*, compiled by Mark G. Eckhoff and Alexander P. Mavro.

Information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Facsimiles of the three great documents enshrined in the Exhibition Hall of the National Archives — the Declaration of Independence, the Constitution, and the Bill of Rights — have been published by the National Archives in a form suitable for framing. The facsimiles of the Declaration and the Bill of Rights are almost the size of the originals; the four pages of the Constitution have been reduced to fit a sheet of similar size. The facsimiles may be purchased from the Superintendent of Documents, Washington 25, D. C., for 45 cents each.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

Leonard A. Rapport, previously on the staff of the National Archives, has been appointed assistant editor of the Commission's projected documentary history of the ratification of the Constitution and the Bill of Rights. Joyce E. Eberly is the new assistant editor of the *Writings on American History*.

FEDERAL REGISTER DIVISION

David C. Eberhart, career attorney-editor and specialist in Federal administrative regulations, has been appointed Director of the Federal Register

Division by Franklin G. Floete, Administrator of General Services. He succeeds Bernard R. Kennedy, who retired in September 1958 after serving as Director of the Federal Register since 1935. In the early years the Federal Register Division published only current Presidential orders and regulations and notices of executive agencies. The Division now publishes the daily *Federal Register*, the currently revised *Code of Federal Regulations*, the annual *U. S. Government Organization Manual*, the annual volumes of *The Public Papers of the Presidents*, the current slip laws of the United States, and the annual volumes of the *U. S. Statutes at Large*.

Mr. Eberhart is a graduate of Washington and Lee University and received his law degree from Georgetown University. He has been on the staff of the Federal Register Division since 1937 except for a 2-year period (1951-52) with the Office of Price Stabilization. Since 1953 he has been Deputy Director of the Federal Register Division.

Another volume of *The Public Papers of the Presidents* is scheduled to appear in January. Subtitled "Dwight D. Eisenhower, 1956," the volume is similar in scope to the 1957 volume, although some 300 pages longer. All of the President's formal communications to Congress are included, as well as his public addresses, transcripts of press conferences, public letters, messages to heads of state, and selected statements on miscellaneous subjects. The volume may be ordered from the Superintendent of Documents, Washington 25, D. C., at \$7.25 per copy.

HARRY S. TRUMAN LIBRARY

The acquisition policy of the Harry S. Truman Library, Independence, is explained in a leaflet (Aug. 19, 1958; 3 p.) issued by the National Archives and Records Service.

OFFICE OF RECORDS MANAGEMENT

Each fiscal year Federal agencies report the volume of their record holdings. On June 30, 1958, the total volume of records on hand was 23.7 million cubic feet. This represented a slight increase during the year; 3.79 million cubic feet of records were accumulated during the year while only 3.64 million were disposed of.

On July 1, 1958, NARS began to administer the four Naval Records Management Centers at Mechanicsburg, Pa.; Alexandria, Va.; New Orleans, La.; and Clearfield, Utah. At the same time a large part of the personnel and records of the Army's former Departmental Records Branch were merged with the Region 3 center. These shifts brought the holdings of NARS record centers to 4.9 million cubic feet.

Recent training guides for record center personnel have been issued on Air Force pay records, records of the Home Owners Loan Corporation, claim files of the Bureau of Old Age and Survivors Insurance, Veterans Administration Insurance records, draft registration records of World War I, corporation income tax returns, and assessment lists of the Internal Revenue Service.

LIBRARY OF CONGRESS

In October 1958 Robert H. Land, assistant chief of the Manuscript Division since 1951, became assistant chief of the library's General Reference and Bibliography Division.

The national importance of the Manuscript Division's 23 collections of Presidential papers was recognized by Congress in its appropriation of \$100,000 to begin their indexing and microfilming. To carry out the work a Presidential Papers Section has been set up, with Fred Shelley as its head. The Library's collections of the papers of Presidents Chester A. Arthur and Warren G. Harding have been augmented. To the Arthur collection were added 500 family papers donated by Chester A. Arthur III and a dozen items contributed by Charles A. Feinberg, the Detroit collector. The Harding collection was strengthened by 17 letters, 1908-23, 12 written by Harding and 5 by his wife.

Other manuscript acquisitions are: 200 letters of the Civil War period written by J. Dexter Cotton, a physician of Marietta, Ohio, and his wife; 10,000 papers, including working notes, of the sculptor Paul Wayland Bartlett — together with a fund for processing them; and 3,000 papers of Gen. Everett S. Hughes, who retired in 1949 after an Army career of 46 years. Additions to existing collections include over 4,000 manuscript pages of papers of novelist Kenneth Roberts; and scrapbooks, 1936-37, speeches, and some correspondence of Lewis B. Schwellenbach, Secretary of Labor during the Truman administration.

Registers of papers of the following persons have recently been published and may be obtained from the Library's Card Division: Tom Connally (35¢); Whitelaw Reid (50¢); and Frederick Lewis Allen, Henry T. Allen, Wendell Berge, Charles Joseph Bonaparte, Florence Jaffray Harriman, and Henry Scott Land (30¢ each).

The Foreign Policy Institute of the University of Pennsylvania has given the Library of Congress a photographed collection of significant Guatemalan transcripts covering the period 1944-54: 60 rolls of microfilm of correspondence, minutes, and financial accounts of labor unions, political organizations, and government agencies; and 35,000 selected photo-prints made from the film.

CIVIL WAR CENTENNIAL COMMISSION

The Civil War Centennial Commission, created by joint resolution of Congress in 1957, was given authorization in 1958 for an annual budget not to exceed \$100,000.

The principal officers of the Commission are Maj. Gen. U. S. Grant, 3d, Chairman; Representative William M. Tuck of Virginia, Vice Chairman; and Karl S. Betts, Executive Director. From its headquarters at 700 Jackson Place, N. W., Washington 6, D. C., the Commission has issued, since last May, a series of monthly newsletters entitled "100 Years After." A feature of the publication, which is mainly devoted to detailing progress in the centennial activities, is a short chronology each month listing the principal events in the corresponding month a hundred years ago.

One of the chief concerns of the national Commission has been to encourage State governments to establish cooperating State commissions. By last autumn more than 30 States had appointed such commissions or were in the process of passing enabling legislation. To aid local groups in planning centennial observances the national Commission has prepared a guide for State commissions. The purpose of the national Commission is to serve as a clearinghouse for the overall program and to prevent costly conflicts of plan.

Many prominent Americans have accepted invitations to serve on the Advisory Council of the Civil War Centennial Commission. General Grant as Chairman has also named a Committee on Fine Arts and a Committee on Endorsements. The latter, headed by Vice Adm. S. H. Ingersoll, will pass on projects requiring the approval of the national Commission.

An assembly of interested organizations, called by the Commission a year ago, endorsed the idea of microfilming the important Civil War records in the National Archives and elsewhere. Rep. Fred Schwengel, chairman of the Commission's Legislative Committee, has introduced a bill in Congress that would authorize the appropriation of \$50,000 per year for this purpose. "For the first time," commented the Commission's Executive Director, "it will be possible, if this bill is passed, to study, without coming to Washington, the day-to-day and hour-to-hour business transacted by war officials on both sides."

LINCOLN SESQUICENTENNIAL COMMISSION

The Lincoln Sesquicentennial Commission, created by joint resolution of Congress in 1957 to plan and coordinate a national celebration of the 150th anniversary of Abraham Lincoln's birth, consists of 12 commissioners appointed by the President and 12 others chosen by the Vice President and the Speaker of the House. These members met in December 1957 and January 1958 and elected Sen. John Sherman Cooper of Kentucky as Chairman, and Rep. F. Jay Nimitz of Indiana as Vice Chairman. William E. Baringer of the University of Florida was appointed Executive Director of the Commission in May. John Eldridge Allen of Washington, D. C., is the assistant executive director; and C. Percy Powell of the Library of Congress is research director. The Commission offices are in the National Archives Building.

This year, 1959, is the sesquicentennial year. The Commission's program for stimulating States, cities, and private organizations to carry out commemorative activities during the year comprises a general school program emphasizing creative student activity, with school and individual awards for outstanding work; a schedule of awards for outstanding contributions in the field of mass media; an international program carried out by individual countries; provision of speakers for sesquicentennial observances; recommendations for the issuance of special Lincoln stamps and a redesigned Lincoln penny; encouragement of colleges, museums, and other institutions to install exhibits of Lincolniana; and a research and publication program to complete the "Lincoln Day-by-Day" project.

TECHNICAL DEVELOPMENTS

A copy of a study of telereference conducted in the central library and 17 divisional libraries in the University of Michigan may be had free from the Willow Run Laboratories, Operations Research Dept., P. O. Box 2008, Ann Arbor, Mich. The coined word telereference describes "a type of system whereby a card catalog might be consulted from a remote location." In the opinion of the Council on Library Resources, Inc., the equipment thus far tested is promising but not yet within a practicable cost range.

The American Standards Association, 70 East 45th St., New York City, offers for sale at 50¢ a copy the *American Standard Practice for Storage of Microfilm*, PH 5-1957.

In the *National Plan for Civil Defense and Defense Mobilization*, promulgated on Oct. 27, 1958, the safekeeping of essential records is dealt with as an aspect of continuity of government, which is grouped with other functions for the protection of life and property. Copies of the plan, and of its Annex 41 summarizing its other detailed annexes, may be obtained from the Office of Civil and Defense Mobilization, Battle Creek, Mich. OCDM has also issued a new leaflet, "Continuity of State and Local Government" (L-20), which is available for distribution in quantity through State civilian defense directors.

MISCELLANEOUS

Individual scholars and staffs of small offices will welcome the news that the American Council of Learned Societies in association with Charles Scribner's Sons, publishers of the *Dictionary of American Biography*, is planning a concise one-volume version of the entire *D. A. B.*, to be marketed in 1960 at a moderate price.

INTERNATIONAL COUNCIL ON ARCHIVES

The Executive Committee dispatched its circular letter no. 3 from Paris in June 1958. New members appointed to the Executive Committee to replace the late André Artonne, former editor in chief, who died in 1956, and Lester Born and Sir Hilary Jenkinson, resigned, were the following men, named from nations hitherto unrepresented on the committee: Otto Schottenloher, Director of Secret Archives in Bavaria; Henryk Altmann, Director of the Archives of Poland; and B. A. Saletore, Director of the Archives of India.

The annual dues to the International Council on Archives are: for national archival institutions or associations, 75 Swiss francs; for provincial, municipal, or other local archival institutions, 25 Swiss francs; and for individuals, 15 Swiss francs. Remittances should be sent to the Treasurer of the International Council on Archives, 2 place Fontenoy, Paris VII^e, France.

The membership fee includes a subscription to *Archivum*, of which annual volumes 6 (1956) and 7 (1957) are promised shortly. The most recent issue, vol. 5 (1955), is a directory of archival institutions throughout the world (253 p.). The proceedings of three round table conferences will be published in a separate volume as a supplement to *Archivum*.

FOREIGN NEWS

Africa

A possible source of support for the training of archivists in tropical and southern Africa has come to the attention of the editor. The Ford Foundation recently announced initial grants totaling \$350,000 to assist African countries south of the Sahara in training needed public administrators. Additional grants amounting to \$750,000 will be made in the next few months.

Australia

The Victorian Branch of the Business Archives Council of Australia (organized in August 1957) has sponsored the compilation of a bibliography of Victorian business records and history by I. McLaren, president of the Royal Historical Society. The Council's first national meeting for the discussion of business history in Australia was held at the University of Melbourne in October 1958.

Bolivia

Gunnar Mendoza, Director of the National Archives and National Library, Sucre, has been awarded a Rockefeller Foundation fellowship to study the organization of the national archives in the United States and in several Latin American countries and to collect information about materials pertinent to Bolivian history. En route to the United States he visited the archives in Cuzco, Lima, Bogotá, and Havana. After his arrival in Washington last June, he attended the 12th institute in the preservation and administration of archives. He subsequently searched in the National Archives for records concerning Bolivia and planned similar explorations at the Library of Congress and several other repositories in the United States. On his way back to Bolivia he will visit the national archives of Mexico, Guatemala, Costa Rica, and Venezuela. As fruits of this travel and study, Dr. Mendoza intends to prepare one work on the arrangement and description of manuscripts and another on sources for Bolivian history in American repositories.

Brazil

José Honório Rodriguez has left his post in the rare book division of the National Library to become Director of the Arquivo Nacional.

France

A Reuters despatch from London, Oct. 20, 1958, reported that a French dealer had acquired there, for £2,100 (\$5,880), the original autographed manuscript of King Louis XVI's speech of June 23, 1789, on the eve of the French Revolution. This document came from a collection owned by the late André de Coppet of New York.

Germany

The impact of World War II on some of the main archival repositories of Germany is detailed in "Archives under Attack," an article in the July 1958

Library Journal. The author, Leslie A. Poste, now with the University of the State of New York, served in 1945-46 as a specialist officer with Headquarters Seventh U. S. Army and Military Government Württemberg/Baden.

Bernhard Vollmer, who headed the Düsseldorf State Archives from 1929 to 1952, died on Mar. 1, 1958, at the age of 72. As founder of the journal *Der Archivar*, he was highly esteemed in the archival profession.

Great Britain

An act of Parliament known as the Public Records Bill of 1957 has put into effect the main principles recommended by the Committee on Departmental Methods in the so-called Grigg Report. The new law, a copy of which may be bought from H. M. Stationery Office for a shilling, is summarized as follows in *Archives* for Lady Day 1958:

... it transfers the direction of the Public Record Office to the Lord Chancellor, the Master of the Rolls being Chairman of an Advisory Council on Public Records; it requires the transfer to the Public Record Office of public records selected for permanent preservation before thirty years have elapsed from their creation, and simplifies the procedure under which records not thus selected may be destroyed; it enables the Lord Chancellor to arrange for the preservation of records locally, particularly of records of courts of quarter session or magistrates' courts and of coroners' courts; it provides that, as a general rule, public records shall be open to public inspection fifty years after their creation; it preserves the ancient responsibility of the Master of the Rolls for the Records of the Chancery of England.

The original of King George III's instructions of May 6, 1776, to Admiral Lord Howe, the British commander-in-chief in America, 1776-78, and to the admiral's brother, Sir William Howe, directing them to seek peace with American leaders, was sold at Christie's in London on Oct. 6 to a New York book dealer for £1,000 (\$2,800).

ARKANSAS

Until a few months ago the clerk's office of Pulaski County, in Little Rock, preserved tax receipts, 5½" x 8½", in binders. A 15-month program of storage space reduction resulted in the microfilming of 985,000 personal tax receipts, weighing 2½ tons, and 1,831,000 real estate tax receipts, weighing 4½ tons. David W. Bizzell, deputy county clerk and county historian, supervised the program.

CALIFORNIA

Roscoe R. Hill, formerly a member of the National Archives staff, spent a month last summer as consultant at the California Historical Society.

The trustees of the Henry E. Huntington Library have announced the award of grants-in-aid to John A. Hawkins of the University of Birmingham for an edition of Oliver Thomas Larkin letters and documents and to Ramon E. Ruiz of Smith College for an edition of the Mexican diaries of William Marshall Anderson.

COLORADO

The Mountain States of Colorado, New Mexico, Utah, and Wyoming are now served by a new Federal record center building in Denver. The first meeting of the Denver Interagency Records Administration Conference for the 1958-59 season was held in connection with the dedication of the new building, Sept. 17, 1958. Harold Mundell, regional NARS chief, officiated. Short talks were made by Emil Pubols, chief of the record center, and by the following members of his staff: Lester Hurlburt, Robert Adriance, and Charles Clark. Mimeographed proceedings of the dedication and other information about the Denver IRAC may be had from James R. McCabe, Bldg. 41, Denver Federal Records Center, Denver 2.

The key topic of the regional conference of the National Office Management Association, meeting at Denver, Oct. 6, 1958, was the control of record accumulations. A 3-day exposition of office machinery and equipment was scheduled during the conference.

CONNECTICUT

The *New Haven Register* on July 17 carried an article criticizing as vague certain language proposed by the 1958 Charter Revision Commission for the City of New Haven. The author of the article believed that a provision in the proposed new charter that all the city's public records, with certain exceptions, should be open to inspection by any citizen "at all reasonable times" might in fact serve as a barrier to public inspection of records.

DISTRICT OF COLUMBIA

The Interagency Records Administration Conference held its first meeting of the current season in the National Archives Auditorium on Oct. 17, 1958, and discussed "Paper Management Workshops." Arthur Carrick of the Federal Housing Administration presided. Everett O. Alldredge of NARS spoke on "The Workshop Approach," Otto Ireland of the Veterans Administration on "An Agency View of the Correspondence Workshop," and William Rice of the Department of the Navy on "An Agency View of the Mail Workshop."

GEORGIA

The story of an island is told by Mary Givens Bryan, Director of the Georgia Department of Archives and History, in "Historic Jekyll Island." This article and her tribute to "The Midway Settlement" in Liberty County appear in the Aug.-Sept. 1958 issue of *Georgia Magazine*.

A staff writer for the *Augusta Herald* announced in July that the Richmond County ordinary's office at Augusta, Ga., would soon be the first such office in Georgia to have all its records microfilmed. The wills, marriage licenses, and other records in the office date from the late 18th century.

ILLINOIS

Secretary of State Charles F. Carpentier, State Librarian and Archivist, announced on Oct. 14, 1958, the appointment of Theodore J. Cassady of

Springfield as Assistant State Archivist. Mr. Cassady has been a member of the Archives Division, Illinois State Library, for the past 12 years, 10 of them as assistant to Margaret C. Norton, now retired. In moving to strengthen the Illinois archival-record management program, Secretary Carpentier has given divisional status to both Archives and Records Management. The two divisions will continue to operate an integrated program with respect to the creation, quality control, selection, and appraisal of State records.

INDIANA

The Folklore Archives and the Archives of Folk and Primitive Music of Indiana University have begun to publish at Bloomington a quarterly bulletin, the *Folklore and Folk Music Archivist*.

KANSAS

In August 1958 the Archives Division of the Kansas State Historical Society received from the office of State Auditor George Robb a collection of plats, surveys, and records of land valuation that originated in the office of the U. S. Surveyor General for Kansas and Nebraska. The records, 1854-75, supplement other materials in the society's collections.

KENTUCKY

Mrs. W. H. Coffman of Louisville has presented to the Kentucky Historical Society the letters of her grandfather, Provisional Gov. George W. Johnson, who was fatally wounded in battle in 1862.

LOUISIANA

The Department of Archives and Manuscripts of Louisiana State University has moved some of its holdings (about 2,000,000 items) to the new library building on the university campus. Manuscript collections, selected university archives, and inventory and research materials of the Historical Records Survey and Survey of Federal Archives, together with other active materials, are in the new library, which opened in September 1958. Most of the public archives and business records and some other less used or semiactive materials are still in the Department's quarters in the neighboring old library building. The space in the old library gained by the transfer will permit the Department to accession more business and professional records.

Acquisitions during the fiscal year 1957-58 totaled some 81,000 items. Persons and families represented in these accessions include Charles M. Conrad, U. S. Senator, Secretary of War, and delegate to the Confederate Provisional Congress; James B. Aswell, U. S. Representative and Louisiana State superintendent of education; Confederate generals Joseph L. Brent, Samuel Wragg Ferguson, James Hagan, and Richard Taylor; Duncan F. Kenner, planter, member of the Confederate Congress, and Confederate minister to France; John A. Quitman, statesman and general in the Mexican War; Gen. Zachary

Taylor; and Lyle Saxon, Louisiana writer and State supervisor of the former Louisiana Writers' Project.

For 3 successive years the legislature has omitted its customary \$10,000 annual appropriation to the Louisiana Historical Society. The most recent legislature also cut out the usual \$7,500 annual appropriation for printing the *Louisiana Historical Quarterly*. In the face of this default a group of professional historians, representing most of the State's universities and colleges, gathered with other interested citizens at Louisiana College, Pineville, Mar. 29, 1958, to consider appropriate action. The majority decided to join and expand the Louisiana Historical Association, which was founded in 1889 and which has operated a museum in New Orleans since 1891. In July 1958 a printed pamphlet of about 30 pages was sent out to invite others to join the expanded Louisiana Historical Association. The organization's secretary-treasurer is John C. L. Andreassen, secretary of the State Archives and Records Commission, Baton Rouge, and director of Louisiana's archives and record service.

The New Orleans Public Library in 1946 received the New Orleans city archives. From 1952 to 1957 a systematic microfilming program for this material produced 2,845 rolls of film. Margaret Ruckert, head of the library's department of archives, writes about the operation in "Archive Preservation in New Orleans" in the July 1958 issue of the *Library Journal*.

MARYLAND

Guy Weatherly has been named senior archivist at the Hall of Records to succeed Roger Thomas, who died on June 16, 1958. Mr. Weatherly has been a member of the staff since 1953. Frank W. White was appointed junior archivist in September 1958. He was previously associated with Naremc Services, Inc., the Manuscript Division of the Library of Congress, and the Maryland Historical Society.

Last September the Hall of Records began to receive records in one of the two record centers that will be operated under its record management program. The center occupies an area of 5,700 square feet in the basement of the new State Office Building in Annapolis and includes an office, microfilm room, search room, and stack area. Air-conditioning, asphalt tile floors, fluorescent and pendant lights, and a smoke-detector and fire warning system add to the utility and convenience of this fire-resistant area. The center has a staff of four. The second center of similar design is expected to be ready for occupancy in the new State Office Building in Baltimore in the spring of 1959.

The Maryland Historical Society has acquired the papers of William Wirt: 4,000 letters from Wirt, 2,000 to him, and 2,000 other items. Although the papers are dated from 1786 to 1860 — Wirt died in 1834 — most of the material falls in the years 1820-34.

As Attorney General of the United States, 1817-29, Wirt was the first in that office to preserve its official records. On the flyleaf of what is now the oldest record book of the Department of Justice, Wirt wrote on Nov. 13, 1817:

Finding on my appointment, this day, no book, documents, or papers of any kind to

inform me of what has been done by any one of my predecessors, since the establishment of the Federal Government, and feeling very strongly the inconvenience, both to the nation and myself, from this omission, I have determined to remedy it, so far as depends on myself, and to keep a regular record of every official opinion which I shall give while I hold this office, for the use of my successor.

MASSACHUSETTS

For the second successive year, the Massachusetts Department of Education has engaged Harold F. O'Neil of the General Services Administration, Region 1, Boston, to conduct a university extension course, Introduction to Records Management, I. The recent course was begun at Harvard University on Sept. 29, 1958. With an enrollment drawn from personnel of the Federal, State, and municipal governments and from employees of industrial concerns, the course is scheduled to continue through the semester 1958-59.

During the week starting Oct. 6, Mr. O'Neil conducted a workshop on plain letters, for the Welfare Department of the City of Boston. About 60 of the department's letterwriters attended the 2½-hour daily sessions.

A 10-page pamphlet, *The Harvard University Archives*, dated 1957, explains that the term "Harvard College Archives" was used more than two centuries ago to describe the collection of papers relating to the college.

MICHIGAN

On Oct. 17 and 18 the Historical Society of Michigan held its annual meeting at the Kellogg Center on the East Lansing campus of Michigan State University. The second day offered a tour of the Michigan Historical Commission's museum and an inspection of the commission's archives.

The Detroit Historical Society, the Department of History of Wayne State University, and the Burton Historical Collection of the Detroit Public Library sponsored a conference on Nov. 7 and 8, 1958, on "Michigan in Perspective," emphasizing participation in activities relating to local history. The first day, devoted to archival problems, included a tour of Wayne State University Archives and these other features: a luncheon at which Lewis G. Vander Velde of the University of Michigan described "The University of Michigan Historical Collections after Twenty Years"; a panel discussion of "Michigan Resources on the Civil War," at which the speakers were James M. Babcock of the Burton Collection, Robert Spiro of the Detroit public schools, and Robert Warner of the Michigan Historical Collections; an exhibit of local history resources of the Burton Collection at the Detroit Public Library; a tea at the Detroit Historical Society; and a dinner at which Henry P. Beers of the National Archives spoke on "French Records of the Old Northwest."

MISSISSIPPI

The national Civil War Centennial Commission has announced that Mississippi has authorized its State Department of Archives and History to mark the centennial by publishing a commemorative work, *Mississippi in the Con-*

federacy. This will consist of two volumes of 400 pages each, one of contemporary documents and one of writings since 1865.

MONTANA

The Blackfeet Agency records, dating from the 1870's, are housed in the Museum of the Plains Indian, operated by the U. S. Bureau of Indian Affairs. The museum, at Browning, Mont., on the Blackfeet Indian Reservation just east of Glacier National Park, is open to the public during the tourist season, June 1-Sept. 15.

NEVADA

Last summer Governor Russell called a meeting in the Assembly Chamber of the State Capitol to consider disaster planning. Representatives of 34 of Nevada's executive and administrative offices attended. Members of the State's survival plan project staff discussed, among other things, the importance of preserving essential State records in bombproof shelters away from target areas.

NEW JERSEY

The seventh conference on early American history met at Princeton University on Nov. 15, 1958, under the auspices of the university's department of history. As one of the events of the day, P. J. Van Winter of the University of Groningen discussed his research for a revision of his study of Amsterdam bankers during the American Revolution and Confederation. Lyman H. Butterfield, editor of the Adams Papers, and Richard B. Morris of Columbia University made special comments.

NEW YORK

A member of the National Archives staff since 1941 and librarian of the Archives since 1946, Lester W. Smith has returned to his native Buffalo to serve the Buffalo Historical Society. Mr. Smith is well known to our readers for his annual bibliography, "Writings on Archives, Current Records, and Historical Manuscripts."

Martin K. Tytell, a document examiner who has his office at 123 Fulton St., New York, was the subject of the "About New York" column in the *New York Times* on Sept. 3, 1958. Mr. Tytell teaches a course entitled "Problems and Techniques in Document Examination" in New York University's Graduate School of Public Administration.

The Association of Records Executives and Administrators (AREA) resumed meetings on Sept. 17 after a summer recess. Arthur Barcan, executive director of the Records Management Institute, was guest speaker. Abstracts of his talk may be obtained from AREA's research and training chairman, William L. Rofes, Olin Mathieson Chemical Corp., 460 Park Ave., New York. Other autumn meetings were scheduled for Oct. 15 and Nov. 19.

The finding of a rare first-edition printing of the U. S. Constitution in a

bundle of charred papers in the New York State Education Building at Albany has dramatized the fact that the State had bought the George Clinton papers from his descendants and was in the process of having them indexed when the 1911 fire struck the State Capitol.

The collecting of historical manuscripts was discussed at the second annual local history workshop, Sept. 12-14, 1958, held at Union College, Schenectady, under the auspices of the New York State Historical Association.

R. K. Webb, Hamilton Hall, Columbia University, New York 27, will accept contributions to or furnish information about a fund to establish in the university's library a collection of research materials in honor of the late John Bartlet Brebner, Gouverneur Morris professor of history at Columbia.

Louis M. Starr, director of the oral history research office of Columbia University, described the first decade of oral history at Columbia to a session of the recent Nashville, Tenn., meeting of the Southern Historical Association.

NORTH CAROLINA

On June 23, 1958, Christopher Crittenden, Director of the Department of Archives and History, spoke at a meeting of the North Carolina Registers of Deeds Association on the preservation, reproduction, and disposal of public records. On July 3 he lectured in Cambridge, Mass., at the fifth summer institute on historical and archival management; a few days later he participated in the Cooperstown, N. Y., seminars on American culture.

H. G. Jones, State Archivist, addressed the annual convention of the North Carolina Association of County Commissioners on June 23 on "A State Program for Microfilming County Records." Later that day he talked on the same subject to the Registers of Deeds Association, meeting in a different part of the State. Both organizations endorsed the adoption of the proposed program by the 1959 General Assembly.

The Department of Archives and History has engaged Rear Adm. Alexander M. Patterson, U. S. N. (Ret.) as an examiner of public records. He will work chiefly with county officials on their record problems.

The Department's Division of Publication has mimeographed a compilation entitled *Local Historical Societies in North Carolina* (64 p.) and has reprinted in facsimile *The Journal of the House of Burgesses of the Province of North-Carolina, 1749* (33 p.). The former publication is distributed free; the latter sells for \$1. Application for either should be addressed to D. L. Corbitt, Box 1881, Raleigh.

OHIO

The Atlantic Press, 1902 Manchester Rd., Akron 14, has published William D. Overman's *Ohio Town Names* (\$3.00, paper; \$4.00, cloth), a volume giving the origin of the names of more than 1,200 Ohio cities, towns, and villages. The Archivist of the Firestone Tire & Rubber Co., Dr. Overman was recently president of the Society of American Archivists. An article about his achievements appeared on the "Biography in Brief" page of the *Akron Beacon Journal*, Sept. 7, 1958.

PENNSYLVANIA

LeRoy DePuy joined the staff of the Pennsylvania Historical and Museum Commission on Aug. 14, 1958, as administrative officer for record management. Cooperating with the Governor's Office of Administration, he will study the need for a record management program and is expected to make recommendations for a comprehensive statewide program. He will work closely with Henry Howard Eddy's archival program, the disposition phase of which has been considerably accelerated during the last 2 years. Mr. DePuy was previously associated with the Office of Secretary of State of Illinois. He served in Springfield first as record management liaison representative, attached to the National Records Management Council's survey; and after Jan. 1, 1957, he directed the combined archival and record management program of Illinois.

Daniel R. Porter, formerly of the State Historical Society of Wisconsin, has become director of the Historical Society of York County.

SOUTH CAROLINA

Robert Lee Meriwether, editor of the papers of John C. Calhoun, died on Aug. 24. Dr. Meriwether had been a member of the history faculty of the University of South Carolina since 1919, and since 1941 he had directed the South Caroliniana Library there.

TENNESSEE

Belden Menkus, record officer of the Sunday School Board of the Southern Baptists Convention, Nashville, reports the unearthing of the papers of J. Marion Frost and T. P. Bell, the board's first two corresponding secretaries. Most of the collection consists of records of Dr. Frost, who was the board's corresponding secretary from its founding in 1891 to his death in 1916. The more than 40,000 documents in the new collections will be microfilmed and then deposited with the Dargan-Carver Library in Nashville.

The Tennessee Historical Commission has issued the hitherto unpublished official journal, 1861-62, of the House of Representatives of Tennessee's first General Assembly during the Civil War. Among other documentary publications of the Commission are William Blount's territorial journal, 1790-96, the commission book of Gov. John Sevier, 1796-1801, the autobiography and letters of Dr. J. G. M. Ramsay, and 4 volumes, 1796-1857, of a projected 10-volume series of messages of the governors of Tennessee.

TEXAS

In conformity with plans of the State Division of Defense and Disaster Relief for the preservation of copies of State records, 900 rolls of the microfilmed records of the General Land Office of Texas have been transferred from Austin to the security vaults of the Republic National Bank, Dallas.

VIRGINIA

Living persons as historical sources were the topic for one of the sessions of the recent annual meeting of the Southern Historical Association in Nash-

ville, Tenn. As part of this program Forest C. Pogue, director of the George C. Marshall Research Center, Lexington, Va., gave a paper on "History While It's Hot."

The national Civil War Centennial Commission reports that the publication of the wartime papers of Gen. Robert E. Lee has been selected as the first project of the Virginia Civil War Commission. State Sen. Charles T. Moses, chairman of the Virginia commission, expects that the correspondence will be assembled, if possible in a single volume, and published in 1961.

The University of North Carolina Press has published for the Institute of Early American History and Culture, Williamsburg, Evelyn M. Acomb's edition of *The Revolutionary Journal of Baron Ludwig von Closen, 1780-1783*. Closen was aide-de-camp to Rochambeau. During 1959 the institute will publish a 15-year index to the William and Mary Quarterly, 3d series (1944-58).

The University of Virginia Library has received a large collection — 20,000 items, 1800-1950 — of papers of the Peyton family of Staunton.

WISCONSIN

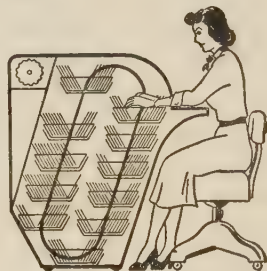
Donald R. McNeil, formerly associate director, has succeeded Clifford L. Lord as director of the State Historical Society of Wisconsin. Dr. Lord has returned to his native State, New York, to become dean of the College of General Studies at Columbia University. At Salt Lake City in August, Dr. Lord was reelected president of the American Association for State and Local History.

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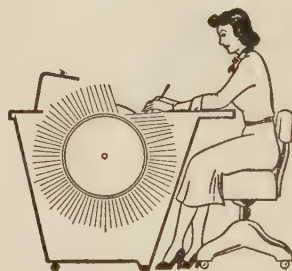
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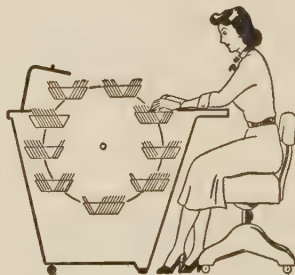
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"These Precious Monuments of . . . Our History"

By JULIAN P. BOYD *

Princeton University

IN 1955 the late Bernard DeVoto delivered the Penrose memorial lecture before the American Philosophical Society, choosing the Lewis and Clark Expedition for his subject.¹ This was two years after the William Clark notes had been found in an attic in St. Paul and several months before litigation to quiet title to them came on for trial. Quite properly, the manuscripts had been withdrawn from the scrutiny of scholars until final determination of the issue. Under these circumstances, DeVoto likened his position to that of a man living in a house on the bank of a river in flood. Prudence suggested that anyone in this predicament should exercise the fullest measure of caution, not to say caginess, since "Part of his foundation may be undermined and some of his structure may collapse." But DeVoto was a man not easily frightened. There are times, he said, when "a scholar must rise above ignorance," and he proceeded boldly to make what he called guesses about the newly discovered manuscripts and their relation to existing documentation. He thought it unlikely, indeed almost impossible, that they would produce "any change in our understanding of the purpose of the Lewis and Clark expedition, or necessitate any change in our appraisal of its achievements. They are," he declared flatly, "not of that order of importance." They would contribute most for the period when the party was in its preparatory stage at the base camp in 1803-4, and he conjectured that the new discovery might make it possible for students to solve the mortifying mystery of the cost of the expedition beyond the obviously inadequate sum of \$2,500 provided by Congress, to account for supplies more fully than is done in previously known lists and inventories, and to answer a number of minor questions that have

* Paper read before the Society of American Archivists, Washington, D. C., December 28, 1958, under the title: "Some Reflections on the Clark Manuscripts Case." The author is editor of *The Papers of Thomas Jefferson*. In the preparation of this paper he has had, and wishes to acknowledge with gratitude, much valuable assistance from his colleague William H. Gaines, Jr., associate editor of the *Jefferson Papers*.

¹ Bernard DeVoto, "An Inference Regarding the Expedition of Lewis and Clark," in American Philosophical Society, *Proceedings*, 99: 185-94 (1955).

puzzled the specialists. Thanks to the testimony of competent scholars given in open court, we now know much more about the documents in controversy than DeVoto did in 1955; and to this evidence the trial judge has added some clues of importance in his extended opinion. In all of this there is much to confirm, nothing to detract from, the guesses that DeVoto made. When the Clark notes come at last to be published, as we all hope they will be, I predict that the perceptive appraisals that he made will be echoed in the learned journals.

DeVoto and his spirit are needed on this occasion. For in addition to the dangers that he faced, others have arisen before me. When I undertook my task, I assumed innocently that, since the case was closed so far as the Government is concerned, all briefs, pleadings, testimony, and other pertinent matter would be accessible for study. But this is not the case. I now find myself living in the house beside a river at flood tide; a part of my foundation has already been swept away; and, what is worse, I am having to hold on for dear life to avoid becoming a part of the flotsam myself. For the fact is that briefs of legal counsel, certain parts of the testimony, and, of course, the documents in controversy are still held *in camera* by the trial court. As the eminent legal counsel for one side so succinctly explained the situation to me in an effort to be helpful, I can scarcely proceed without either jeopardizing my position as a scholar or risking contempt of court. These are two very sharp horns of a dreadful dilemma. As I ponder their meaning, I recall the carefully chosen words our Society's president employed when he did me the honor to invite me to address you today. My only task, he said, would be to clarify the issues.

Now these issues for the past four years have been enveloped in a very dense fog in the shape of misleading or downright erroneous information in the public press, criminations and recriminations by partisans of one side or the other, legal technicalities that have been mistaken for ultimate truth, and similar obfuscations. The questions involved were such as reasonable men might answer in different ways or even resort to law for adjudication. But I have never been able to understand how they could set brother against brother as if the foundations of the Republic were being rent. If I do not succeed in penetrating the fog, therefore, I hope at least to avoid adding to the heat that has been so needlessly engendered. The narrowing of the area within which it is proper for me to comment will obviously eliminate the possibility of any final or comprehensive analysis. The procedures for final determination of owner-

ship, whatever form they may take, cannot be a part of this discussion. We may wish the various claimants well and hope for the publication of these new sources on the great expedition in order, as Jefferson said, "to obtain its fruits for the public."²

But it is neither inappropriate nor premature to discuss the finding by a Federal court that these documents are private in nature. Several estimates have in fact already appeared in print.³ There are readily available for this purpose the testimony of expert witnesses running to about 600 typewritten pages, the printed *Record of United States v. First Trust Company of St. Paul* in the Circuit Court of Appeals, and, of course, the opinions of the two courts.⁴ With all of these sources at hand, I cannot feel an overwhelming sense of deprivation because others have been denied me. This is not to say that I have not been fascinated by the legal strategy reflected in the testimony and documents of the case. A lawyer engaged in trying a cause for his client, especially one over which some partisan emotion has been aroused, is inevitably a contestant, something of a gladiator, perhaps a bit of a military strategist. His object is to *win*. It should be his object to win justly, for, as Piero Calamandrei has put it, simple justice often wins a lawsuit and even when it fails to triumph over legal technicalities and clever stratagems, the loser is proud not to stand in the place of the victor.⁵

² Jefferson to P. S. DuPonceau, Nov. 7, 1817, printed verbatim in R. G. Thwaites, ed., *Original Journals of the Lewis and Clark Expedition 1804-1806*, 7:402-404 (New York, 1904-5), whence it was largely reprinted in the opinion of the trial judge, though misdated as written Nov. 17, 1817.

³ See, for example, "Historical Writings: the Independent Value of Possession," in *Yale Law Journal*, 47:151-163 (1957), an anonymous article which apprehends grave dangers in predicating ownership rights to historical papers on original title; finds that the theories advanced by the Government in this case transcend the mere area of historically valuable papers and threaten the alteration of many traditions surrounding ownership rights of high Government officials; and makes the interesting suggestion that the doctrine of accession be applied in such conflicts of interest in order to accommodate both the right of the Government to "information" or "publication" and the right of the "good-faith preserver" to possession. The author, in brief, accepts wholly the "usefulness test" of Judge Nordbye but overlooks the fact that the notion of the "good-faith preserver" scarcely applies in the present case (it could not be relevant in a case where the preserver was oblivious of the existence of the documents and where "preservation" left them exposed to every sort of danger). Another version of the article appeared in *Manuscripts*, 10:64-67 (Winter 1958), where the author is identified as Burt Griffin, a student in the Yale Law School.

⁴ The opinion of Judge Gunnar H. Nordbye in *First Trust Company of St. Paul v. Minnesota Historical Society*, United States District Court, District of Minnesota, Third Division, was delivered on Oct. 8, 1956, and is in 146 *Federal Supplement* 652-669. The opinion of Judge Charles J. Vogel, United States Circuit Court of Appeals, Eighth Circuit, was delivered on Jan. 23, 1958, and is in 251 *Federal Reporter*, 2d ser., 686-691.

⁵ J. C. Adams and C. A. Phillips, Jr., trans., *Eulogy of Judges . . . by a Lawyer*, p. 5 (Princeton, 1942).

The historian has a different function. His cause, in the long run, can be won *only* if reason, truth, and justice are his implements. He has his own ways of obscuring the inward nature of facts and of elaborating the obvious, to be sure, but these are at least different from those imposed by rules of procedure upon judges and lawyers. He would not, I think, engage in such a colloquy as took place between counsel and court in this trial:

COUNSEL: The government at this time would like to offer Government's Exhibit 13, certified by the Secretary of the Library of Congress to be a six-page letter written and signed by Meriwether Lewis to the President of the United States dated at St. Louis September 23, 1806, and the text of Exhibit 13 appears in Thwaites at Pages 334 to 337 and is the letter written by Lewis to Jefferson upon the return of the Lewis and Clark Expedition from the Pacific Ocean back to St. Louis and being the letter written from St. Louis to the President . . .

THE COURT: When you give the page in Thwaites, would you give the volume?

Nor, I think, would the historian take up five pages of testimony introducing a first printing of a Presidential message to Congress, readily accessible in any good reference library in the *American State Papers*, in order to show that Meriwether Lewis' letter of April 7, 1805 — an important and misunderstood document in the trial — was received by Jefferson before February 19, 1806. Instead, he would look at the received copy of the letter itself and at President Jefferson's remarkable register of correspondence. In both places he would find the exact date of receipt recorded by the best of authorities, the recipient himself, and this information he would place in a single-line footnote.⁶

The historian can dimly grasp the necessity for legal procedures that to him in his task would be unthinkable. But, after making all due allowances, he is apt to be a bit skeptical about the assumption that truth automatically emerges when the testimony and opposing arguments by advocates have been weighed, synthesized, and passed through the alembic of the judicial mind. The Clark notes, whatever the historian may think, have been adjudged to be private in nature. But does this judicial pronouncement accord with reason, with a just appraisal of the facts, and with historical truth? In any case, what is its significance for archivists in the performance of

⁶ The date of receipt was July 13, 1805 (Jefferson also received Clark's letter of Apr. 3, 1805, on the same date). Both letters arrived just as Jefferson was leaving Washington for Monticello, but he took time on Sunday, July 14, to arrange to have the 29-sheet map of the Missouri drawn to a scale of 1:20 and to have it engraved (Jefferson to Henry Dearborn, July 14, 1805).

their duties and in their relations with those institutions and individuals beyond the profession who have a similar concern for the preservation of documents? In order to probe these questions in our search for a clarification of the issues it is necessary to glance at the circumstances of the discovery of the documents, to inquire into the manner in which the Federal Government became involved in the litigation, and to explore the processes of judicial reasoning by which the case was determined. To do this under present circumstances requires the employment of inference and conjecture; but these, as DeVoto proclaimed in his address before the American Philosophical Society, are quite legitimate implements of the historian, capable of producing some of his most valid results. Even the lawyers and judges involved in this lawsuit made use of these devices on some of the most vital points of the case.⁷ We must also take note of some extraneous elements.

Looking backward from our vantage point, we seem to observe drawn battle lines, each side conscious of the rightness of its principles, each loyally if not always judiciously supported by its partisans. One gathers the impression that a rapacious government had set out to claim the indubitable public records that institutions and individuals have generously preserved and made accessible to scholarship in the face of governmental neglect; that archivists had been responsible for setting this policy in motion, prompted thereto by the creation of the National Archives; and that aroused citizens, conscious of their rights and aware of the dangers implicit in such action, had in Jefferson's phrase rushed to the defense of the law as their own immediate concern, upholding a principle vital to us all.

⁷ For example, the purpose in introducing the message to Congress of Feb. 19, 1806, was evidently to indicate that Jefferson considered Clark's journal "private" because he did not communicate it to Congress. This is a plausible inference, and accepted by both courts, but it is nevertheless tenuous: the same message transmitted similarly abbreviated information from the Red River exploration — an expedition, incidentally, which had not yet "begun" in the sense that Judge Nordbye conceived of the Missouri expedition as beginning. The essential information that Jefferson transmitted from the Lewis and Clark Expedition consisted of the statistical view of the Indian nations and the map of the Missouri River. Jefferson's messages to Congress were almost invariably confined to bare essentials, and it seems more plausible to suggest that his failure to transmit Clark's journals on this occasion was less due to a feeling that they were personal property than to the fact that they were merely irrelevant or superfluous for this particular purpose. Further, it may be noted that Jefferson, in his message to Congress of Dec. 2, 1806, promising to transmit the journal and map of Zebulon Pike, said that those of Lewis and Clark would "require further time to be digested and prepared." At this date he could only have been alluding to Clark's "private journal" sent by Lewis to Jefferson on Apr. 7, 1805. It is difficult to see how he could have made this implied promise to digest and prepare such journals if he had not considered that these were official records, private only in the sense of being — as Clark and Lewis had clearly indicated — in a state not ready to be communicated.

This, at least, is how the issues seemed to some. Considering only the most responsible utterances, we note that legal counsel for the private claimants were convinced that this was not an isolated case but the initial move in a plan to assemble in the National Archives all official records of whatever nature, of whatever rank, wherever found.⁸ They believed that this had such extensive implications and ramifications for research libraries of every kind, as well as for individuals, that they should issue a general call for the organization of a committee to resist the claim of the United States. This call to battle was made by responsible counsel. We must assume that the dangers they foresaw in the shape of an ill precedent were to them very real. The effects they apprehended were dire, the implications vast. As the testimony in the trial court clearly reveals, these views and beliefs affected the course of legal strategy, even to the point of intruding momentarily as a sort of *argumentum in terrorem*. This hint of possible ill effects, however, was quite properly dismissed by the trial court in summary terms as being irrelevant to the issue before it.

Difficult as it may be for us to conceive of such a threat proceeding from present or future archival policy, there can be no doubt that to many this threat and its consequences were real and imminent. But I also think there is no doubt that this view of the issue was a *post factum* interpretation. This, too, is a phenomenon familiar to the historian: he engages in it daily and he is aware how natural it is for men to look on the actions in which they become involved in terms of elevated general principle. Among the resentments colonial Americans felt toward Parliament some stemmed from interference with smuggling — but in the end the colonists indicted George III for proscribing the inalienable rights of man. The campaign of 1860 in Pennsylvania focused on the protective tariff — but the Civil War became a moral crusade to abolish slavery. The Clark manuscripts case also had prosaic beginnings. The simple facts do not coincide with the picture of a grasping government counterpoised by defenders of undefiled principle.

The circumstances of the discovery are classic in their pattern. The closing of an estate, the disposition of personal effects, the consultations with trust officers, the discovery of an unsuspected trove of dust-covered manuscripts in the cold attic, the calling in of

⁸ "Summary of Facts and Legal Questions Raised by Claim of The National Archives Establishment of The United States to Field Notes made by Captain William Clark on the Lewis and Clark Expedition," a six-page duplicated statement issued by McKenzie, Hyde, Willson, French & Poor, New York, Apr. 27, 1955, with a three-page appendix containing an "Enumeration of Papers" involved in the litigation.

experts from the local historical society, the revelation of an Army officer's records, the unexplained presence of documents not written by a member of the family — these are circumstances familiar to everyone who has had experience in seeking out and preserving manuscript collections. Such occasions often close some doors on a note of sadness, at times open others with a burst of excitement. One who has gone through this experience cannot altogether avoid either feeling. Nor will he be surprised at the occasional intermingling of apparently unrelated documents — the letters of Alexander Hamilton turning up in the papers of a nineteenth century politician belonging to the Greenback Party; the records of the War Department in the administrations of Jefferson and Madison found among the papers of a Philadelphia merchant; the official report and letters of 1790 concerning the first attempt by the Government to explore the sources of the Missouri, discovered in Trenton among the records of an Army officer commanding the forces of the Old Northwest; the naval records of the admiral of the fleet blockading Southern ports during the Civil War, embedded among family manuscripts going back to the French and Indian War.

The instances of such intermingling could be multiplied endlessly by every one of us. The four I have cited are only some of those with which I have had direct experience: all the papers mentioned are now freely accessible, either through gift or purchase, in four different institutions. Such experiences go back in time to the origin of our Government and to the beginnings of the work of historical societies and archival agencies in this country. They will undoubtedly continue in the future. The establishment of the National Archives has done nothing to alter the picture except to add immeasurably to the maturing of our public consciousness about the nature of the archival function and to bring into flower a plant whose roots extend deep into our past.

But there were two facts in the case of the Clark manuscripts that distinguish it from the usual pattern. The first is that they *were* the Clark manuscripts, were related to a great national enterprise, and therefore captured the imagination as that momentous voyage of discovery has always done. The second is that a nationwide announcement in the public press heralded the new documents and described plans for their publication under scholarly auspices.⁹

⁹ The original announcement appeared in the *St. Paul Dispatch*, Mar. 19, 1953, and thereafter by wire service coverage in papers throughout the land. See also *New York Times*, Mar. 20, 1953; *Newsweek*, Apr. 6, 1953; *National Geographic Magazine*, 103: 712 (June 1953) — one of the documents in litigation is reproduced at p. 734; *Minnesota History*, 33:268 (Summer 1953); *American Historical Review*, 58:1045 (July

This announcement, in addition to gratifying every student of American history, had several direct and immediate effects. It caused trust officers to wonder if an otherwise distributed estate might contain an undisclosed asset. It produced conflicting statements as to whether an institution with a notable history of scholarly usefulness to State and nation had received a gift of manuscripts or had merely been assigned custodial responsibility; whether, in fact, the person representing one branch of the family in the final act of closing a house and disposing of its contents was clothed with legal authority to make a gift. It caused the institution of a suit to quiet title to the papers among several possible claimants, including those ancient legal figures John Doe and Mary Roe, who represented, among all others, the descendants of William Clark.

These were understandable consequences, for in the months following the original announcement, many superlatives were applied to the Clark manuscripts. They were described as "the greatest [discovery] of its kind in decades," were variously estimated as being worth from 15 to 50 thousand dollars, and at the same time were said to be "priceless."¹⁰ Ironically, no one applied such terms to the papers of the Civil War general with which the Clark manuscripts were intermingled. They, too, included documents that may be public records and they may very well turn out to be historically the most significant of the papers yielded up by the attic. Despite the ties of consanguinity binding them in a way that the Clark manuscripts were not bound, no one seemed much concerned about them.¹¹ They became in effect the orphans in the case,

1953). The *American Archivist*, 16:281 (July 1953), noticed the discovery but made no suggestion that the notes might be public records. The magazine *Manuscripts*, which later played an important role in opposing the Government's claim, did not report the find until a year and a half after the first announcement. *Manuscripts*, 7:57 (Fall 1954).

¹⁰ *Business Week*, Mar. 24, 1956; *Time*, Dec. 26, 1955; *New York Times*, Dec. 11, 1955.

¹¹ The documents were found among the personal papers of Gen. John Henry Hammond (1833-90), Civil War officer, railroad man, and Indian agent. Hammond's daughter, Mrs. Sophia V. H. Foster, died in New York on Dec. 20, 1952, and shortly after that Mrs. Vaclav (Elizabeth Foster) Vytlačil, granddaughter of the general, went to St. Paul to dispose of the furniture and other property in her mother's house and to arrange for the sale of the house itself. There were 68 items later identified as the Clark papers—64 of them wrapped in a copy of the *National Intelligencer* and three others, "crumpled like wastepaper," found among papers taken from pigeonholes of General Hammond's desk. Early in April 1953 the Minnesota Historical Society announced the "acquisition of an important body of manuscripts"—the Clark notes—and added: "The papers of General Hammond now number approximately 11,000 pieces; and . . . are particularly rich in material about the Civil War, Indian affairs in Dakota Territory, and the development of the Duluth-Superior area." The inventory of the contents of the Foster house did not mention the papers of either Clark or

just as Meriwether Lewis, William Clark, and Thomas Jefferson became the forgotten men.

Thus neither the National Archives nor the United States was in any sense a party to the multicorned contest by which this episode of unexpected discovery and second thoughts developed into a suit to quiet title. Neither initiated any action injecting itself into a situation that in its origins had nothing to do with great public principles but was clearly based on perhaps valid but far less elevated grounds. On the contrary, action was forced upon the Archivist of the United States by means that were not of his determining. His action had its origin in the fact that, in drawing the original bill of complaint filed under State jurisdiction, legal counsel saw fit to name the United States as a party that might have or might assert title.¹²

This was the decisive step that led directly to the involvement of the National Archives and made inevitable the introduction of matters of public archival policy into a hitherto private controversy. It was far from being, as some have claimed, a mere legal technicality. In the first place, let us note, this was the act of legal counsel for the trust company that occupied the position of indifferent stakeholder for several claimants. In the second place, substantial reasons existed for thinking the United States might have or claim title; and legal counsel, considering the neutral position of their client, would have been ill advised to ignore them. They could not, in fact, do so. These reasons were set forth in the bill of complaint: first, the documents were original contemporary records of an ex-

Hammond. It was later conceded by the Fosters that the presence of the disputed manuscripts was unknown to members of the family. The executor not only had not known of any manuscripts in the attic but was unaware that the papers had been placed in the hands of the Society (*Record*, Case Number 15744, United States Court of Appeals, Eighth Circuit, p. 8-11, 12-13, 22-23, 54, 58-66, 68, 69-71).

¹² Title to the manuscripts was first claimed by Miss Harriet K. Hammond and Mrs. Margaret Van S. H. Starr, sisters of Mrs. Foster and daughters of General Hammond, basing their claim on an allegation that the desk and its contents had not been specifically disposed of by the general's widow, who died in 1923; that the documents were part of her residuary estate, bequeathed in her will to Miss Hammond and to a testamentary trust established for Mrs. Starr; and that, therefore, the Fosters were not legally able to dispose of the papers. The heirs of Mrs. Foster did not contest and so advised the executor, although they did not actually assign their interests in the papers to the Hammonds until early in 1954. The First Trust Company of St. Paul, concerned with settling the estate, named the Hammonds as well as the Minnesota Historical Society, and the Fosters consented to the suit so that title to all taxable assets lawfully belonging to the estate might be settled. David W. Raudenbush, counsel for the executor, filed the bill of complaint in the Minnesota District Court, Second Judicial District, on Sept. 30, 1953, and, in naming the United States as a possible claimant, quoted the instructions from President Jefferson to Meriwether Lewis, June 20, 1803 (*Record*, p. 2-4, 12-13, 14-19, 20).

pedition carried out under authority of the United States; second, William Clark, the author, and Meriwether Lewis, the senior commander of the expedition, were officers of the United States Army; third, they were acting under orders of their commander-in-chief addressed to Lewis and directing him to make careful observations, to make several copies of these and other notes in order "to guard, by multiplying them against accidental losses," and to repair at the end of the expedition "with your papers to the seat of government."

Once the issue of title had been raised in these terms, the Department of Justice had to decide either to intervene or to file a disclaimer. When that agency sought the views of the National Archives, the Archivist and his counsellors had to do the same. Actually, in a legal sense, there was no alternative, no debatable choice. There was substantial ground for believing the papers were created as public records. There was no evidence to show that they had been lawfully disposed of by the Government. They had long been exposed to neglect and every danger known to record custodians, they had emerged suddenly into the light, and there was the real possibility that if left in private custody they might return to obscurity and danger, the public thereby being deprived of the fruits of property that was at least potentially vested in it. The laws by which the Archivist is bound to protect public property in the form of records and by which that property may under certain circumstances be disposed of are quite explicit. They may allow him some latitude in the formation of archival policy, but I do not believe they permit him to extend his protection to some forms of public property and to say at his discretion that he may withhold that protection from other forms. Had this matter been adjudicated without his recommendation of intervention, had the courts duly decided that these documents were in fact created as public records — both of which were real possibilities — then the Archivist would have found himself exposed to quite serious charges. At the very least he could have been accused of nonfeasance in office. Beyond that he would have been delinquent in his duty to uphold the high standards of the profession to which he belongs, the first and basic responsibility of which involves the protection of documents against possible physical loss.

The issue, in brief, had to be joined. There was no other course, and the Archivist took it in a memorandum stating archival policy in terms that were later elaborated before this Society. It should have carried assurances to every library, historical society, and

other responsible agency having in its care records that had been improperly alienated from Federal custody.

In general [this memorandum declared], it has been the policy of the National Archives to take no action to effect a recovery of those Federal records alienated many years ago that are now adequately cared for in responsible custody, particularly when the custodian is a public institution or one devoted to the public interest, unless possession of the original papers by the Government is legally imperative.

Then followed a paragraph that could have been disturbing to some individuals: as to alienated Federal records appearing from time to time in the open market as articles of merchandise, the memorandum declared that "it should be the policy of the National Archives whenever an opportunity arises to claim an interest and to recommend action seeking their return to Government custody."¹³ This determined the Archivist to recommend intervention because the Clark notes seemed to fall in the latter category and because they were thought to be of great historical value.

The Archivist's recommendation was also amplified publicly during the litigation.

These documents [the Assistant Archivist of the United States explained to the Society of American Archivists], belong to the Nation. They should not be regarded as merchandise nor should they be handled in any way that will expose them again to the several dangers of loss, withdrawal, and dispersal. The interests of scholarship demand that [they] be published at the earliest opportunity. We are anxious that this be done, and fittingly it should be done by those who in a real sense rescued the documents from the unknown. We are willing that publication proceed even before the issues as to title are resolved. We doubt that those interested in establishing the right of private ownership are equally willing.¹⁴

This choice of the lofty ground of broad public interest was commendable, but the implicit challenge to others to occupy that same ground was never accepted. From the beginning the National Archives based its case on the claim that the papers were Government records, created by a Federal appointee in the course of official duty, and that Government had title because of that origin.

The Government's attorneys appear to have adopted this same

¹³ Photostat of memorandum enclosed in a letter from Wayne C. Grover, Archivist of the United States, to J. Lee Rankin, Assistant Attorney General, Oct. 13, 1953; photostat of memorandum, same date, from the Assistant Archivist of the United States (Robert H. Bahmer) to General Counsel, General Services Administration.

¹⁴ Robert H. Bahmer, "The Case of the Clark Papers," in *American Archivist*, 19:21-22 (Jan. 1956). It will be noted how closely this parallels the statements made by Jefferson in his correspondence of 1816-17, in which the reasons for reclamation by the Government are also security, preservation, and protection.

line of argument in conducting their case. The principle involved was a most important one, with far-reaching implications for orderly archival policies and for the administration of Government itself. But, however ably contended for in the trial court, that principle did not emerge from the judicial process except in the form of an *obiter* comment showing that the Court of Appeals was cognizant of its existence. "If," declared that Court, "Clark's notes are the written records of a government officer executed in the discharge of his official duties, they are public documents and ownership is in the United States."¹⁵ This was heartening to those who wish to see the door closed forever to earlier forms of governmental neglect and to the existing uncertainty that permits an official in many instances to determine for himself the dividing line between private and public papers. But the Court of Appeals could only decide upon the issue as presented to it, and this consisted of the single question whether the trial court had clearly erred in its finding that the documents were private in nature. "Whatever view this court might take of the ownership of the Clark papers is not material to our decision in this case," said the Court of Appeals. "We may not substitute our judgment for that of the finder of the facts."

The historian, of course, is not so circumscribed. He is indeed in duty bound to range everywhere for his own findings of fact whereon to make his judgments, being in this respect even freer than the trial judge, who generally is obliged to select facts from among those presented to him. In at least one important instance in the present case a fact very significant for the historian was not presented to the court by counsel for either side, presumably because it happened to be a fact that might cut both ways. It also had the capacity for misleading the court, which held that Clark evidently "intended to retain exclusively for himself not only the rough notes in controversy, but no doubt much other material accumulated by him on the Expedition."¹⁶ The only evidence cited by the court for this reading of Clark's unrecorded purposes was that certain journals and diaries by Clark had been found by Thwaites in 1903 in the possession of Clark's descendants. The fact not disclosed in the proceedings and therefore presumably beyond the court's cognizance was that Thwaites had quoted an inscription on the fly-

¹⁵ *United States v. First Trust Company of St. Paul*, 251 *Federal Reporter*, 2d ser., 688.

¹⁶ *First Trust Company of St. Paul v. Minnesota Historical Society*, 146 *Federal Supplement*, 667. The court emphasized in its opinion that the Government had made no effort to recover the materials that Thwaites found still in possession of the family, not realizing that at least a portion of those materials had once been in the Government's possession.

leaf of one of these journals proving it to have been once in Federal custody at St. Louis, to have been improperly alienated from that custody by the then Superintendent of Indian Affairs, and to have been returned to the Clark heirs in a manner unknown to Thwaites or to us.¹⁷ It was thus separated from a group of records known to have contained other documents of the Lewis and Clark expedition, records that were later in the custody of the same Civil War general in whose papers the controverted Clark notes were discovered in 1953. These were the records, too, that the general was ordered to examine, classify, and arrange for shipment to the Commissioner of Indian Affairs. He accomplished the task at Lawrence, Kansas, in 1878 and in doing so described the records of the office as having been accumulated at St. Louis and other places. The inference to be drawn from these facts is fairly obvious. The court described as "entirely conjectural" the assumption that Clark left the notes in the office of the St. Louis superintendency. So it is. But until contrary proof is forthcoming, I think historians will regard the conjecture as the most plausible explanation for the presence of the Clark notes among the general's papers. They are fortified in their assumption by the fact that the so-called Clark papers in the Kansas Historical Society are in reality records of the St. Louis superintendency, having been purchased for a modest sum in a second-hand bookstore in Lawrence, Kansas, shortly after the general carried out at that place the order to liquidate the affairs of the superintendency. Ironically, some of those who have been most articulate in describing the neglect and malfeasance of Federal officials in respect to records in their custody were among the first to impugn the motives of archivists for conceding the existence of such improprieties in the past and for seeming to apply the lesson in this case.¹⁸

¹⁷ Reuben G. Thwaites, ed., *Journals of the Lewis and Clark Expedition*, 3:300, n.1. Thwaites records the following notation on the last flyleaf of the journal ending Dec. 31, 1805 (one of those cited by the court): "Presented to J. J. Audubon at St. Louis, April 19th. 1843, by D. D. Mitchell, Supt. Indian Affairs."

¹⁸ An extreme but unfortunately not unique interpretation of the above facts was the intimation by counsel for the Hammond interests that the Government impugned the integrity of Clark for withholding some documents and accused Hammond of obtaining them by theft. Such an interpretation is unfair, unnecessary, and inaccurate. Official papers can become intermingled with private papers, and vice versa, in wholly innocent ways. Hammond was obliged to close the Lawrence office hastily, having been ordered by telegram back to Dakota where Indian troubles were threatening. He may have come across Clark's notes, seen that they pertained to Indian affairs within his own jurisdiction, and, being unable to tell at a glance whether they related to the affairs of the office being closed at Lawrence, taken them along for further study in order to establish their proper classification — as was perfectly within his right as a Federal official to do. Later, when he was in the West, the records of the Dakota superintendency were closed out. Hammond's papers, including the Clark notes and

The court also seems to have misunderstood the Government's purpose in introducing testimony on this point. The admittedly circumstantial evidence was apparently brought forward only to indicate the nature of possession by the private claimants, not to show title by the Government. The court, countering a plausible conjecture by the highly adventitious supposition that Clark might have given or disposed of the notes to some other Indian agent who succeeded him, held that "the Government cannot contend successfully that it has any title to the notes in question merely because they may have been left by Clark . . . at the St. Louis Superintendency. These notes had no relation to the affairs of the Agency." Further, the court thought that even if Clark had left the papers at the agency, this was because he must have regarded them as his personal property, not as property belonging to the Government. This being so, the abandonment of personal property in official headquarters and its presence there for a period of years did not cause it to become and forever remain Government property. In this finding the court, aside from begging the question, inadvertently underscored the Government's point and at the same time missed its implication. For, in effect, it declared that the subordinate officer is to judge the extent of the responsibilities assigned to him, that he at discretion may draw the line between his public and private papers produced in the execution of a public mission. This is the

some relating to Indian affairs of the Dakota agency, which may also have been intended for study and eventual replacement, were dispatched to St. Paul, where the general may not have found time to carry out his original intent. This is purely conjectural. But it is no more imaginary than statements that the Government accused Hammond of theft. It is possible, too, that Clark received the documents pertaining to the expedition, including perhaps the notes in controversy, from some source related to one of the several persons in whose custody they might have been—the widow of Dr. Barton, for example, who kept others from examining Barton's papers—and that this occurred long after the arrangement made with the American Philosophical Society. Under such a supposition, his leaving the papers in the agency would not mean that he had withheld them in 1816 or earlier, but would provide another indication—added to the many we already have—that he regarded these as official papers. The Government nowhere attributed unworthy motives to Clark or Hammond: it merely sought to explain the fact of prior lawful possession by the Government. See also note 46, below.

The volumes of so-called Clark manuscripts acquired by the Kansas Historical Society are listed in that institution's *Transactions*, vol. 3 (1886). The National Archives has never claimed them, despite their official character, but has acquired photocopies of them to fill the significant gap they represent in archival holdings.

The circumstances of Hammond's closing the Lawrence office are set forth in the opinion of the trial court, 146 *Federal Supplement* 668. Hammond was ordered to receipt for the records "in bulk" and to send them to Washington. His letters of transmittal and inventories covering the contents of 11 boxes sent to the Bureau of Indian Affairs are in the National Archives, as are most of the records covered by the inventories.

very principle at issue, thus sacrificed on the altar of judicial logic. An extension of this logic would put archival progress and administration back to the nineteenth century — if not indeed to the Age of Elizabeth, when the royal archivist listed among the hazards to which public records were exposed the “plaine takeing of them away . . . by a Privy Counsellor . . . or anie of the Kinges learned Counsell.”¹⁹

The court, to be sure, was cognizant of the testimony and arguments tending to prove that the Government claimed title to the Clark notes as being created in the performance of duty by an officer acting under specific instructions. These arguments, some of the testimony, and even a quotation from the documents *in camera* are canvassed in an opinion occupying 17 pages in *Federal Supplement*. This is a valuable summary, particularly in its printing of lengthy extracts from Jefferson's letters reflecting his concern over the fate of the records of the expedition. It contains no citations of precedents, though there are cases that could have been appropriately cited. Together with testimony in open court, it gives us substantial grounds for estimating the nature of the Clark notes. We know from these sources that they are on papers of odd sizes, are interlined, blotted, and crossed out, and run in typescript to something over 350 pages; that they are fairly continuous chronologically, being divided into two groups — those written at the base camp in 1803-4 and those written on the upriver journey to the Mandans in 1804-5; that for the first period they constitute about the only record available and that for the second they duplicate in substance the entries made in Clark's well-known pocket journals; that their substance as well as their chronology is continuous, since personal matters are intermingled with material relating to the expedition; that they include topics specified in the instructions of President Jefferson to Lewis, such as courses and distances, meetings with Indians, soil, topographic features, animals, ancient ruins, mineral resources, records of the roll of the party, hunting experiences, computations of stages and time required in the journey, dealings with contractors, costs of supplies, and what must be an eloquent description by Clark of his wonderful experience on viewing the high plains for the first time.

¹⁹ Julian P. Boyd, “Recent Activities in Relation to Archives and Historical Manuscripts in the United States. Read at the Conference of Archivists called to found The Society of American Archivists, Providence, R. I. December 29, 1936” (mimeographed), quoting Arthur Agard (1540-1615). Agard thought that archivists could cope with such dangers as fire, water, mice, and misplacing, but he was unable to offer any method for retrieving documents from officials, as, he added sadly, “by experience I have found” (MS in Huntington Library).

These topics, let us emphasize, not only accord with Jefferson's instructions but also have a continuity running through the records at the base camp, on the upriver journey, and on across the continent. So, too, we must note, is there a similar continuity in the personal and private jottings intermingled with matter set down in consonance with Jefferson's instructions — the boils and agues, the extra gill of whiskey, the unusual sweats, the plague of mosquitoes, the dead horse, the frolics and balls, the visitors in camp, the charming widow of a judge living in an elegant situation near St. Charles, and so on. Such well known items from the published journals, we may presume, are similar to those in the Clark notes that the court had in mind when it alluded to them as "many personal references to daily events which would be of no assistance to the Government in the achievement of the primary purposes of the expedition."²⁰

Historians are able to take these things in their stride. Ever since the beginnings of the still imperfect documentation of this epic journey they have known that Clark juxtaposed observations of longitude and latitude with boils and agues, memoranda of flora and fauna with the amiable attitude of the Mandan women toward York. The great explorers in the age of Jefferson did not know how to write official reports in twentieth-century bureaucratic jargon from which all life had been drained. Historians will also note that, in records now declared to be private papers compiled for purely personal reasons, seven of the Clark notes contain entries in the hand of Meriwether Lewis, and that other unidentified writing is in them. They will also observe that Clark, left in command of the keelboat when Lewis disembarked at Kaskaskia, made his first entry in the newly discovered notes on December 13, 1803, the day following the *last* entry inserted by Lewis in the journal that he had begun on leaving Pittsburgh. Such continuities of substance and chronology have impressive significance for historians, who are well aware that in every hazard, in every responsibility, in every choice these stalwart leaders acted as one, harmonious in deed and in spirit, exemplifying for once in history the fact that joint command could achieve arduous tasks.²¹

²⁰ 146 *Federal Supplement* 661. This allusion is to that part of the Clark notes that deals with the upriver journey from May 14, 1804, to Apr. 3, 1805.

²¹ The court recognized the obvious fact that Clark was considered by Lewis as a joint commander, but in the same breath declared it "quite probable that Lewis may have known that Clark was keeping a diary for this period [at Camp Dubois]" — a conjecture about as solidly founded as one well could be. The court thought it obvious, however, that at this stage both men "were keeping notes for their own personal reasons preparatory to the commencement of the Expedition." In this connection the court probed the motivation of the two commanders and produced a finding that his-

The court viewed these things differently. Faced with the fact of an obvious and inescapable continuity of records and of actual partnership in command — a unity that in the Clark notes spread over two segments of the enterprise — the court pursued its object with curious logic. That part of the notes covering the period at the base camp were unique: there evidently is no counterpart for these. But this presented no difficulty to the court. The notes of Captain Clark for this period “could not be anything more than his own personal jottings of interest to himself and Lewis before the Expedition was under way.”²² The records of the party being recruited at the base camp, of dealings with contractors, of preparations and calculations for the journey — these were “purely personal recountings of the daily events” because the camp was within the United States. Historians, if we may appeal to Milo M. Quaife, consider that the enterprise was fairly begun when Lewis’ boat was launched on the Ohio on August 30, 1803.²³ Even so, had the court, decreeing otherwise, consistently applied its own test for the beginning of the expedition — that is, when it left the United States — logic would have carried the time and place somewhere near the Continental Divide, far beyond the Mandans and beyond the terminal date of the Clark notes. For, as the opinion itself shows, the Louisiana Purchase was effected before the upriver journey began. Indeed, the transfer of sovereignty over the area was made at New Orleans on December 20, 1803, just one week after the date of the first entry in the disputed notes.

The other half of the continuity represented in the Clark notes posed a very different and difficult problem. Document number 11 in the Clark notes covered the period April 29 to May 14, 1804; and Document number 12 continued the sequence from May 14 to May 24, 1804. Judged by any standard, the expedition — though still within well explored areas and within the limits of the United States — was unquestionably under way on the upriver journey. The difference existing in this sequence of dates, however, is the fact that for the period from May 14, 1804, to about April 3, 1805, there are journals substantially duplicating the Clark notes. Ex-

torians up to then had not discovered: “Obviously, both Lewis and Clark, imbued with enthusiasm over the great adventure which confronted them and aware of the returns to them by way of the publication rights of their memoirs, would maintain diaries and notes of the Expedition regardless of any duty devolving upon Lewis as leader of the Expedition to conform with the instructions of Jefferson in this regard.”
146 *Federal Supplement* 658.

²² 146 *Federal Supplement* 662.

²³ Milo M. Quaife, “Some New-Found Records of the Lewis and Clark Expedition,” in *Mississippi Valley Historical Review*, 2: 113 (June 1915).

pert testimony established the fact that "in Clark's three pocket journals is to be found substantially all of the information to be gleaned from the portion of the notes in question made when the Expedition was under way up the Missouri."²⁴ Thus for this period the Clark notes were relevant but not unique. To solve this difficulty the court retreated into what can only be regarded as sophistry, basing its argument as to the private or public nature of these records upon the test of *usefulness*.

What possible aid or assistance could these notes in controversy . . . have been to the government in 1806? The daily latitude and longitude observations, the courses and mileage of the journey, and all other pertinent information had been rewritten by Clark in a more legible and intelligent manner. There is no showing here that his original notations made on indiscriminate scraps of paper would have been of more aid to the scientists, cartographers, the War Department, or others, than the finished journals for that period. . . . Certainly, the evidence herein supports the contention that Captain Clark considered these notes as his personal property.²⁵

Thus two different tests — time of departure and degree of utility — were employed by the court to establish the fact that a chronological and substantive unity was in fact a purely personal document. The second of these tests opens up interesting fields of conjecture for archivists who have to cope with mountainous records of sometimes dubious utility existing in large part in quintuple copies.

The court found it inconceivable "that Clark ever intended that these notes should be anything more than the basis for a more finished and legible account of the diary which he was keeping."²⁶ But the historian finds it quite easy to conceive alternative possibilities. Anyone experienced in the editorial task of establishing the precise nature of variant drafts and copies of historical documents has no difficulty at all in imagining a far more complex set of documentary relationships in this instance than the simple one chosen by the court as the only possible explanation. It is quite plausible to assume, for example, that Clark, technically second in command, considered himself bound by Jefferson's orders to Lewis to make "several copies" of notes and observations in order to guard against loss and that both journals and notes may in some respects be considered as prototype or as derivative copy. The court assumed that much of the work of "transcribing and finishing and editing these field notes" in a more permanent form was accomplished at Fort Mandan during the winter of 1804-5. The evidence may indeed be persuasive

²⁴ 146 *Federal Supplement* 660.

²⁵ 146 *Federal Supplement* 663.

²⁶ 146 *Federal Supplement* 658.

and the assumption a fair one. But *are* the journals invariably the edited, fairly-copied extensions of the notes? What about the contrary testimony brought forward to indicate that each contains matter not found in the other? What can the court say, for example, about the entries in the presumably transcribed, finished, and edited journal of Clark for February 4-12, 1805, when Clark was out on a hunting trip and when, as scholars have known for half a century, Meriwether Lewis supplied the deficiency in his own hand?²⁷ The court, greatly impressed by the rough, unbound state of the notes, drew the conclusion that they were private and personal in nature and were deemed to be so by their author — that is, by their principal author, for it must be emphasized again that Lewis, who was unquestionably bound by Jefferson's orders, saw fit for some reason to make several entries in these "purely personal" records kept by his second in command. The court chose not to comment on the significance of these entries either in the rough notes or in the bound journal; and it was, of course, beyond the purview of the court to take note of the comparable fact that Clark himself had made some entries in Lewis' journal on the Ohio River — the journal that ended on December 12, 1803, and that, in the disputed notes, was continued by Clark on the succeeding day without any substantive or chronological break.²⁸ To the scholar, however, these are eloquent facts, indicative of the attitude of the two leaders toward their responsibilities. In keeping records, as in all other matters involved in their great task, they acted in unison and with perfect understanding.

In any event, the solution provided by the court in its shift of premise to the test of utility raised another difficulty. If the notes in litigation were private, would not this indicate that the part of

²⁷ Thwaites, ed., *Journals*, 1:253-9; on his return, Clark entered an account of his trip in the journal. In this and many other instances (including the Lewis journal down the Ohio and also, if we may rely on open testimony and the court, the notes in controversy), there is abundant evidence that the two men assumed recordkeeping as a joint and official responsibility. After Lewis was accidentally shot, he recorded the following: "as wrighting in my present situation is extremely painful . . . I shall desist untill I recover and leave to . . . Capt. C. the continuation of *our* journal" (italics supplied). Although the court noted that "Lewis encouraged all of his men . . . to keep diaries," it overlooked the fact that the sergeants were "*directed* each to keep a separate journal from day to day of all passing occurrences, and such other observations on the country &c as shall appear to them worthy of notice" (Thwaites, ed., *Journals*, 1:33, 5:243, 281). Jefferson, in his letter to Clark of Sept. 8, 1816, refers to the "travelling journal of Govr. Lewis *and yourself*," and Clark, in his reply of Oct. 10, 1816, employed precisely the corresponding phrase (italics supplied).

²⁸ See Milo M. Quaife, ed., *The Journals of Captain Meriwether Lewis and Sergeant John Ordway* (Madison, 1916). It is to be noted that these journals were found among the papers of the Biddle family, presumably having been retained by Nicholas Biddle.

the pocket journal that was substantially duplicative was also private? The trial court assumed that it was, and the appellate court — also deeply impressed by the entries concerning illnesses and social engagements “such . . . as might not be expected to be found in notes of an official character or in an official record” — found it “patent from the record that Lewis thought the Clark ‘journals’ . . . were ‘private’ and in sending them to President Jefferson gave him instructions as to limitations on their use which the President observed.”²⁹ Here the two courts quoted Lewis’ letter to Jefferson of April 7, 1805, transmitting “a part of Capt. Clark’s private journal” with the letter and another part “in a separate tin box,” stating that Clark did not wish it exposed in its “original . . . and of course incorrect” state, and declaring that its author nevertheless was willing to have corrected copies submitted to heads of departments or such others as the President might think proper.³⁰ This is a key letter, but it raises more questions than it answers. What, for example, was the journal “in its original state” — the notes in dispute or the Clark journals in the American Philosophical Society? The trial court assumed it was the latter, the appellate court thought either possible.³¹ Also, how is the word “private” to be interpreted — as meaning *personal property* or as meaning what today would be regarded as *restricted* or *classified*? Neither court considered the latter possibility, although it is surely a reasonable interpretation. Indeed, the judicial interpretation appears possible only if substantial evidence to the contrary is overlooked or warped in interpretation.

Some of that evidence is presented in the opinion of the trial court in the form of letters written by Jefferson in 1816-17 showing quite emphatically that at that time he did not accept the limitations established by Clark, whatever interpretation might have been placed on his supposed failure to use the transmitted journals in 1806. In a letter printed in the opinion itself, Jefferson wrote:

The right to these papers is in the government, as may be seen by the instructions to Capt. Lewis. They were left in his hands that he might derive to himself the pecuniary benefits of their publication, on the presumption they would certainly be published. If that presumption is to fail, the government must reclaim them. . . . I know I should have the concurrence of Genl. Clarke in this, were he within the timely reach of consultation.³²

²⁹ 146 *Federal Supplement* 660; 251 *Federal Reporter*, 2d ser., 691.

³⁰ 146 *Federal Supplement* 659. It is at this point that the court quotes the Clark notes under date of Apr. 2, 1805, showing — as does Clark’s letter to Jefferson of Apr. 3, 1805 — that his journal was being sent to Jefferson for his “own perusal.”

³¹ 146 *Federal Supplement* 662; 251 *Federal Reporter*, 2d ser., 691.

³² Jefferson to Corrêa da Serra, April 26, 1816 (see 146 *Federal Supplement* 664-

In a letter not quoted by the court, Jefferson made his affirmation even more inclusive :

As to the Astronomical observations and the Vocabularies, I will write to Genl. Clarke to obtain his order for their delivery to the war office, to which they belong. . . . the expedition was under public authority, at public expence, and for public objects and consequently . . . *all it's results are public property.*³³

Despite these and other equally unequivocal assertions, the court clung to its opinion tenaciously. Yet the logical position in which Jefferson's plain words left the court became more and more vulnerable, and the defenses thrown up became more and more tenuous. Jefferson was a private citizen when these letters were written, counsel for the private claimants pointedly brought out during the trial, and the court introduced the bothersome correspondence by saying that these were "statements . . . after he had left the Presidency," emphasizing the implied private nature of the assertions by saying in another place in the opinion, somewhat superfluously, that "Jefferson left the Presidency in 1809." It carried the implication still further by saying that Jefferson was primarily interested in the timely publication of pertinent data; that the Government had no "official depository for such documents" from 1806 to 1818, there being "no National Archives"; that it had allowed the documents to slumber "in the vaults of the Society for some seventy years without . . . having sufficient interest therein to publish any part of this vast amount of material for the benefit of the public for whom Jefferson was so much concerned"; and that, in any case, in making these efforts Jefferson could not have referred "to papers such as these rough notes . . . which in a more finished and readable form in three journals already had been made available."³⁴ Hence the deposit of those journals and other records of the expedition with the American Philosophical Society was "arranged by Jefferson, then a private citizen," with the cooperation of Clark.³⁵ By extension, the disputed notes that in part duplicated these journals were also private writings and personal property.

These contentions by the court are either inaccurate, misleading, 667, where lengthy extracts of this and other letters from Jefferson to Correâ, Du-Ponceau, and Clark are given, together with related documents). The court omitted the conditional clause that ends the quotation as given above, thus clothing the meaning of "should" with some ambiguity where none exists: Jefferson employed the simple preterit and did not intend to convey a sense of obligation, as both the facts and grammar indicate.

³³ Jefferson to Correâ, July 20, 1816, in the Jefferson papers, Library of Congress; italics supplied.

³⁴ 146 *Federal Supplement* 667.

³⁵ 146 *Federal Supplement* 667.

or irrelevant to the central issue of whether the Government had original title or prior legal possession. Jefferson was undeniably a private citizen, was interested in publication, and did seek the cooperation of Clark. But, in its zeal in compiling what amounts to a catalogue of reasons for evading the main question, the court steadfastly overlooked one overriding fact. That fact is that, in wholly unequivocal terms, Jefferson employed the Government's right of ownership as an instrument to enforce reclamation, preservation, and publication. This was his sole and ultimate weapon. Its validity was never challenged by anyone involved in the negotiations. It applied, in Jefferson's mind, to the *whole* of the records produced by the expedition and not once did he assert that there were some of those records that could or should be excepted from this inclusive right. He was aware, if the court was not, that there were repositories in the departments of government for accommodating official records, and that — despite war, fire, the shifting of the site of government, and other hazards — those records were surprisingly complete back to the foundations of the Republic. He knew also that the older generation, whose Thomsons, Hazards, Madisons, Jeffersons, and others cherished the national records with a peculiar ardor because they were identified with the struggle for liberty, was going off the stage and that the oncoming order might not be so zealous in protecting its heritage. Hence, employing a public right that he never relinquished or extended to less than the whole, he succeeded at least in reclaiming and preserving what otherwise might have been lost. He recognized his status and defined it precisely in the first letter to Corrêa soliciting his agency in the matter: "My interference will, I trust, be excused, not only from the portion which every citizen has in whatever is public, but from the peculiar part I have had in the design and execution of this expedition."³⁶ Clark, in complying with this interference, reserved only the sort of interest in the papers "for any future edition of the work" which Jefferson had had in mind when he declared that "no interest of that kind is meant to be disturbed."³⁷

Thus the court, recognizing the Government's proprietary interest in the information but persisting in its view that the journals embodying the data were private property, reduced the United States to the status of a third-party beneficiary in the arrangement with the American Philosophical Society. This, we may note, resolved the problem again by making Clark, the subordinate officer,

³⁶ Jefferson to Corrêa, Apr. 26, 1816. This sentence also was omitted from the court's extract.

³⁷ Clark to Biddle, Jan. 27, 1818. This letter is quoted in 146 *Federal Supplement* 666.

judge of the nature and title of both the notes presumably retained and the journals deposited. This holding by the court could be achieved only by rejecting the emphatic statements of Jefferson as to ownership and by substituting therefor, through the use of inference and conjecture, what the court deemed to be Clark's contradictory views. Neither common sense nor the facts warrant the substitution. The complex evidence cannot be followed in all of its ramifications, but a few salient points may be noted.

The court, quoting at length Jefferson's letter to Correâ da Serra of April 26, 1816, called particular attention to the fact that Jefferson "made no particular reference to Clark's papers." This is true — and irrelevant. Jefferson was here describing what he considered to be the *whole* body of papers of the expedition, not engaged in drawing lines of distinction between some papers presumably belonging to Clark and others belonging to the Government. "These," he declared, "constitute the whole." He was inexact in his listing of the whole, as the court might well have noted, for he described this corpus as containing "ten or twelve . . . pocket volumes, Marocco bound" and also groups of miscellaneous papers. But the words that immediately followed were central, and the court gazed steadily past them: "They are the property of the government, the fruits of the expedition undertaken at such expence of money and risk of valuable lives."

Instead of examining this premise closely, the court proceeded from irrelevance to misleading assumptions. In its comment upon Jefferson's letter to Clark soliciting an order to his agent for the delivery of the papers, the court declared that this letter indicated Jefferson's interest in "the publication of the same papers and documents to which he referred in his letter to da Serra." So it does. But the assumption implied in this context that Jefferson thereby meant to exclude the pocket journals of Clark is quite unwarranted. On the contrary, the letter that he wrote to Clark was, quite characteristically, cast in general, inclusive terms such as Clark would readily interpret as intended. Jefferson prudently refrained from any such categorical description as would draw the kind of line implied in the court's interpretation of the letter to Correâ: "I had hoped," he said to Clark, "to hear that something was doing with the astronomical observations, the geographical chart, the Indian vocabularies, *and other papers not comprehended in the journal published.*"³⁸ This embraced the whole just as surely as did the letter to Correâ, and Jefferson made it quite clear to Clark — in words

³⁸ Jefferson to Clark, Sept. 8, 1816; italics supplied.

that the court did not see fit to quote — that he included in his request both scientific materials and the traveling pocket journals. We may note, incidentally, that the court also did not quote that part of the letter in which Jefferson gave his authority for making this inclusive request: it was to be found “in the instructions inserted in the life of Govr. Lewis prefixed to the journal” — that is, his own original orders of June 30, 1803, to Lewis as commander of the expedition, directing him to make several copies of calculations “and other notes . . . and repair yourself with your papers to the seat of government.” This is about as authoritative a response as is ever likely to be made to the question raised by counsel in proceedings and reflected in the opinion of the court as to whether Clark also “was . . . within the ambit of Jefferson’s instructions.”³⁹ Jefferson, being a lawyer, would have understood how such a distinction might have been made in such case as this, but his letter to Clark of September 8, 1816, affords ample proof that he would not have accepted it as valid.

Nor, we may infer, did Clark. He complied immediately with Jefferson’s request for an order on his agent — an order which, as the court neglected to note, was requested “either in favor of the War office to which they belong” or in favor of himself in trust for the rightful owner. The court does note that Clark supplied the order and directed specifically that the “Travelling pocket Journals” be turned over, but, uncertain whether this referred to Clark’s own pocket journals, thought it “fair to assume that he was referring to the ten or twelve pocket journals of Lewis which Jefferson referred to in his letter . . . to da Serra.”⁴⁰ This may be a fair assumption, but it assuredly is not the correct one, as facts recorded in the court’s own opinion amply demonstrate. Jefferson did not refer in the letter to Corrêa to ten or twelve pocket journals “of Lewis.” He did not employ such a qualifying description in his letter to Clark. Nor did Clark use the words in the order he returned to Jefferson. It was the court itself, entangled in an effort to make a

³⁹ 146 *Federal Supplement* 661.

⁴⁰ In view of the court’s contention, it should be noted that the descriptive phrase “ten or twelve” covered some journals by Clark as well as those by Lewis. Further, Clark’s order to Biddle directed him to turn over “all the papers you may have received in my behalf”; subsequently he directed Biddle to “Conform . . . strictly” to this order (Clark to Biddle, Oct. 10, 1816, and Jan. 27, 1818, in the Princeton University Library). It is also pertinent to observe that Jefferson, whose memory in old age caused him at times to err, had not seen the bulk of the Lewis and Clark records for a decade; that he was writing in response to Corrêa’s request for a description of “their external appearance, and . . . probable volume” (Corrêa to Jefferson, Mar. 29, 1816, in the Jefferson papers, Library of Congress), and that the phrase “ten or twelve,” therefore, is not to be relied on as giving anything more than the “probable volume.”

distinction that Clark himself never made, that placed the improbable possessive phrase in its own path. Even the Court of Appeals failed to note the stumbling block and plunged straight ahead to the conclusion that "not only Clark himself but Lewis and Jefferson believed the papers to be the personal property of Captain Clark." ⁴¹ The simple fact is that, at the time he wrote Correâ and Clark, Jefferson must have known the Clark journals were among the papers in the hands of the agent; Clark certainly knew it when he complied with Jefferson's request; the officials of the American Philosophical Society knew it; and — though there was some delay — the three Clark journals duplicating in part the disputed notes were in fact turned over to the society in compliance with Clark's orders.

We may note, finally, that the acquiescence by Clark and the acceptance by the society of this deposit in trust of what Jefferson thought to be the whole body of records of the Lewis and Clark expedition *were on the terms stipulated by Jefferson*. They were to be received, he told Correâ, as "a deposit . . . subject to the orders of government." To Clark he stated that he would "receive them only in trust for the War office to which they belong, and take their orders relating to them." It was his intention to make this deposit in a way that would once and for all place beyond question the safety of the originals, the publication of scientific and other data, and the official character of the records — that is, to make the deposit through the office of the Secretary of War. But during this period that office was vacant for several months, and Jefferson, becoming anxious, took the course that left the status of the documents open to judicial distinctions: he addressed himself to the Historical Committee of the American Philosophical Society, stated that the property of the papers of the expedition had been left with Lewis and Clark in order to permit them to obtain any pecuniary benefit resulting from the publication of the papers, and declared flatly that "the property in these papers still remained in the government for the benefit of their constituents." ⁴² In a reply that may not have been introduced in the proceedings and was certainly not noticed by the courts, the Historical Committee thanked Jefferson for "these fresh instances of your enlightened and unwearied Zeal in the cause of Science and literature, and for the promotion of the best interests of your Country" — and committed themselves (and the society, of course) "as the Depositaries of these papers for all useful purposes, and *Subject to the orders of the Government*." ⁴³ Thus, in

⁴¹ 251 *Federal Reporter* 691.

⁴² Jefferson to Peter S. DuPonceau, Nov. 7, 1817.

⁴³ Peter S. DuPonceau to Jefferson, Dec. 5, 1817.

the insistent and explicit words of Jefferson, in the compliance of Clark, and in the acceptance of the deposit by the American Philosophical Society — all of whom understood the stated and implicit conditions of the arrangement — Clark's pocket journals came to rest among the papers of the expedition. There they remain, themselves and their proper neighbors still subject to the orders of the Government. The court may not have known that this arrangement and the explicit terms governing it were fully comprehended by one member of the Historical Committee of the American Philosophical Society who had every reason to balk if Clark had declared that these journals were his private property. This was Nicholas Biddle, Clark's own agent. But instead of balking, he zealously co-operated.⁴⁴

⁴⁴ Nicholas Biddle to William Tilghman, Apr. 6, 1818, in Thwaites, ed., *Journals*, 7:408-410. In the copy of this letter that was sent by DuPonceau to Jefferson (Jefferson papers, Library of Congress), John Vaughan added this note at the foot of the text: "It would be very desirable to procure the Journal of Sergeant Ordway from Capt. Clark to be deposited in like manner, subject to his [Clark's] inspection *or even future order*. M[r]. Biddle has it yet in his possession" (italics supplied). Since Vaughan knew that Clark had purchased the Ordway journal (which he had no technical right to do, Ordway having been ordered to compile it), he may have implied in the italicized words that Clark had a right over it such as he did not have over the other journals and papers, concerning which no such reservation was made. This distinction is important in view of the attitude taken by Vaughan two decades later when J. J. Audubon applied to the Secretary of War for permission to borrow the "MSS copy of Lewis's travels deposited" in the Society — the application itself being a recognition of the Government's claim to title. The then Secretary of War, Joel R. Poinsett, wrote to Vaughan as librarian of the society in part as follows: "While there appears to be no objection to lend the MSS for that purpose Govt. is unwilling to take any step in the matter until they are made acquainted with the nature of the deposit and whether the Society would have any objection to the request of Mr. Audubon being granted." Some prior discussion must have led to Audubon's appeal; possibly he had applied to the society for a loan of the manuscripts and had been refused. He was now in Europe and Vaughan's immediate reaction on getting Poinsett's letter was to call a meeting of the officers and examine the records relating to the deposit. These records included the retained file copy of DuPonceau's letter to Jefferson of Dec. 5, 1817, in which it was clearly stipulated that the journals and papers received through Biddle were to be held "subject to the orders of the Government." Yet the officers directed Vaughan to say to Poinsett that the manuscripts "were deposited . . . by Genl Clarke . . . partly thro' his friend, Mr. Jefferson (then a private citizen) and partly, thro' Mr. Nicholas Biddle. . . . It was never understood that the Government of the United States had any claim upon those Volumes, but they were always considered as the private property of Messrs. Lewis & Clarke. They were deposited with us for safe keeping, for the benefit of Science and Posterity. — In order to pay due respect to the suggestions of your letter, the Board of Officers of the Society were called together to deliberate on the subject. Our records were inspected, & the facts resulted from it as I have stated them above." Poinsett accepted this with alacrity: "As a member of the Government," he replied, "I am not sorry to find the matter removed from all interference on our part; and as a member of the Society concur in the reasoning and approve the decision of the Committee" (Poinsett to Vaughan, July 28 and Aug. 21, 1837; Vaughan to Poinsett, Aug. 16, 1837, in the American Philosophical Society; the

Thus, entrapped in its own faulty logic and misuse of history, the court pursued its object with Olympian intransigence. The pocket journals were private, though admittedly the Government had some sort of proprietary interest in the unpublished information in them. Yet in asserting this interest Jefferson could not have had in mind these rough notes, the court thought, for the information had already been made available "in a more finished and readable form" in the three journals deposited by Clark. The court, clinging grimly to its contrived doctrine of utility, avoided again the central issue to which its logic had led. But this was an invented and meager defense. For Jefferson's letter to Clark — again in a sentence not quoted by the court — shows that, while publication of data was surely an immediate object, permanent custody by Government even after publication was certainly another. "I should deposit . . . also for safekeeping the travelling pocket journals," Jefferson wrote, "as originals to be recurred to on all interesting questions arising out of the published journals."⁴⁵ It may be significant that this assertion of a Government title beyond the mere proprietary interest in publication was made by Jefferson *only* in the letter to Clark, and of course in a context which made it clear that ownership was in the Government. This much the court could have noted and thus have avoided its unwarranted extension of Jefferson's remarks as meaning that the Government would only assert a claim if those in possession of data failed to publish.

But the court could not have known that its portrait of a co-operative Clark, generously lending his private journals to be added to the official records of Lewis, would be further and irreparably damaged by the post-trial discovery of a document that must have been much desired by all parties during the proceedings. This document is an inventory of the contents of the two trunks that Meriwether Lewis had with him when he met death at Grinder's Station in 1809. It is attested by four persons, three of them in the employ of the Federal Government. While not so detailed in the listing as

recipient's copy of the last, misdated 1835, is in the Poinsett papers in the Historical Society of Pennsylvania). It is astonishing that Vaughan and DuPonceau, who was president of the American Philosophical Society at this time, should have overlooked Jefferson's letters and DuPonceau's acceptance of the explicit stipulation therein reserving title for the Government. In any case, such a unilateral decision by the trustee could not have had a binding effect upon the principal. Poinsett's ready acquiescence was particularly improper in view of his status as a member of the society, and his decision could not be regarded as constituting a proper alienation of the Government's title. His action forms a curious parallel to that of the Superintendent of Indian Affairs who, a few years later, gave to Audubon one of the original journals at St. Louis (see note 17, above): it was also equally irresponsible.

⁴⁵ Jefferson to Clark, Sept. 8, 1816.

could be desired, it shows that, among other papers pertaining to the expedition, Lewis had in his custody "Sixteen Note books bound in red Morocco with clasps" — the precise number and sort of journals now in the American Philosophical Society and in the Missouri Historical Society, six of them Lewis journals and eight of them Clark journals, the other two containing geographical and scientific data compiled by both men.⁴⁶ The inescapable conclusion suggested by these facts is that, after Lewis' death, Clark did not bring his pocket journals to Washington to supply missing data: when Lewis' trunks were opened in Clark's presence, he saw his journals mingled therein with those of Lewis. The inventory, proving that Lewis had long been in possession of Clark's journals, is further persuasive evidence that he, Jefferson, and Clark himself regarded them as an integral part of the records of the expedition. It suggests that Jefferson very probably returned these journals to Lewis soon after reading them, urging him to go forward expeditiously with plans for publication. If this inference is correct, sometime in the first six months of 1807 the Clark journals and other records would thus have been handed over as official records to an officer of the Army by his commander-in-chief, the President of the United States. Such an inference is justified not alone by the timing, the anxiety of the President for speedy publication, the prompt issuance of a prospectus for the work, and the fact of Lewis' possession of the Clark journals in 1809.⁴⁷ It is justified also by the attitudes and actions of the two commanders during and after the expedition: there is no written evidence to show that their habitual conception of this as a joint endeavor was ever varied by the drawing of any line of distinction between public records of Lewis and private records of Clark. It is justified further by the position consistently maintained by Jefferson from the time he first issued orders to Lewis on June 20, 1803, to the time he accomplished the deposit of the papers in the American Philosophical Society a decade and a half

⁴⁶ I am indebted to Oliver Wendell Holmes, Chief Archivist, Natural Resources Records Division, National Archives, for calling my attention to this inventory. It is dated at Nashville, Nov. 23, 1809, and has notations in the hand of Isaac A. Coles and William Clark showing the distribution made of the effects after the trunks had been dispatched to Washington (microfilm of privately owned papers of the Lewis family in the possession of the late Dr. Jay McLean, in the Alderman Library, University of Virginia). It should be noted, incidentally, that Lewis' personal and official papers were found to be so intermingled that separating them was a difficult task — "Many of the bundles containing at once, Papers of a public nature — Papers intirely private" — thus showing how innocently official records could come to rest among private documents. See also note 18, above.

⁴⁷ The prospectus was dated by Lewis at Philadelphia, June 3, 1807. Thwaites, ed., *Journals*, 7: 363-366.

later. Not once in that period did he declare that there were any records of the expedition that were not "subject to the orders of government."

The only instance in this period in which Jefferson's words or actions seemed to imply a contrary meaning was the request he made of Barton that, as soon as the Lewis journals should be published, "the originals might be returned, as the family wished to have them preserved."⁴⁸ It is understandable how this request might induce an erroneous interpretation as indicating Jefferson's recognition of a private right to the manuscripts. But the request of Barton and the context in which it appeared can be properly understood only if one comprehends the impassioned zeal that led Jefferson to think it "an imperious duty" to rescue public records from danger and the manner in which he thought this duty could best be discharged. This expedition was an exploit that had captured the imagination of the whole people, as Jefferson noted, but his concern for the speedy publication arose as much from a desire to enhance the national character in the eyes of Europe as from his deep-seated interest in intellectual matters.⁴⁹ Yet the essential records of this great national enterprise were in grave danger of being scattered, lost, or destroyed within a few short years after being left in private custody — left there, let it be emphasized, not because the government had no depository and no traditional concern for its records, but in order to achieve a particular object.

When Jefferson in retirement roused himself to meet this danger, he was exhibiting no isolated phenomenon. On the contrary, his response was wholly characteristic, reflecting a deep and lifelong concern for books, manuscripts, maps, paintings, statuary, relics — anything from the age of Columbus to his own day having to do with this new empire of liberty. This was a characteristic exhibited long before he became a national figure, even before the nation itself came into being. To George Wythe he wrote:

Very early in the course of my researches into the laws of Virginia I observed that many of them were already lost, and many more on the point of being lost, as existing only in single copies in the hands of careful or curious individuals, on whose deaths they would probably be used for waste paper. I set myself

⁴⁸ Jefferson to Peter S. DuPonceau, Nov. 7, 1817; 146 *Federal Supplement* 666. Earlier, in a letter to Benjamin S. Barton, Oct. 6, 1810, Jefferson appeared to lend his consent to the return of the Lewis manuscripts to the family "to be preserved as a kind of relick." The Government placed this letter in the record in full knowledge of the fact that it would make its own case more complicated.

⁴⁹ Jefferson to Lewis, Aug. 16, 1809: "I have so long promised copies to my literary correspondents in France, that I am almost bankrupt in their eyes." Thwaites, ed., *Journals*, 7: 367.

therefore to work to collect all which were then existing, in order that when the day should come in which the public should advert to the magnitude of their loss in these precious monuments of our property and our history, a part of their regret might be spared by information that a portion has been saved from the wreck which is worthy of their attention and preservation. In searching after these remains, I spared neither time, trouble, nor expence. . . . But . . . the question is What means will be the most effectual for preserving these remains from future loss? All the care I can take of them, will not preserve them from the worm, from the natural decay of the paper, from the accident of fire, or those of removal when it is necessary for any public purpose. . . . Our experience has proved to us that a single copy, or a few, deposited in MS in the public offices cannot be relied on for any great length of time. The ravages of fire and of ferocious enemies have had but too much part in producing the very loss we now deplore. How many of the precious works of antiquity were lost while they existed only in manuscript? Has there ever been one lost since the art of printing has rendered it practicable to multiply and disperse copies? This leads us then to the only means of preserving those remains of our laws now under consideration, that is, a multiplication of printed copies.⁵⁰

This revealing letter, cataloging all the dangers to records known to Agard, leading directly to the publication of Hening's *Statutes of Virginia*, and entitling its author to rank as a progenitor of archival concerns in America, is only another echo of the philosophy that had already been stated to the author of Hazard's *Historical Collections*: "the lost cannot be recovered; but let us save what remains: not by vaults and locks which fence them from the public eye and use, in consigning them to the waste of time, but by such a multiplication of copies, as shall place them beyond the reach of accident."⁵¹

The private citizen who responded to the danger confronting the Lewis and Clark papers came armed with a variety of motives embracing much more than the single desire for publication of scientific

⁵⁰ Jefferson to George Wythe, Jan. 16, 1796. This letter enclosed "A Statement of the Volumes of the Laws of Virginia Manuscript and Printed in My Possession" — the most nearly complete collection in existence — which, incidentally, showed in the following entries how Jefferson himself came into possession of public records: "MS marked  purchased of the ex[ecuto]rs of the late Peyton Randolph. From the resemblance of the mark to some I have formerly seen in the Secretary's office, I suspect this to be an original volume of records, probably borrowed by S[i]r J[ohn] R[andolph]. It contains the laws from 1629. to 1633. . . . MS from the Charles City office, to which it belonged probably. I found it in Lorton's tavern, brought in to be used for waste paper. Much had already been cut off for thread papers and other uses. Debnam, the then clerk, very readily gave it to me, as also another" (Jefferson papers, Library of Congress). When the State legislature appointed a committee to collect and revise the laws, Jefferson, far from considering his private rights as a collector invaded, unhesitatingly placed at the committee's disposal the fruits of his long effort to preserve Virginia's laws.

⁵¹ Jefferson to Ebenezer Hazard, Feb. 18, 1791.

information. Those motives included the public obligations of a citizen in a republic, primary among which was that of regarding any loss by the body politic as a loss to himself of that "portion which every citizen has in whatever is public." If loss could be prevented by a multiplication of copies, then an indulgent government could return the original to the family of a man who had met his public duty so well. But this would be an act of generosity, not a recognition of right. Beyond the negative duty of preventing loss to the public—which after all could be taken to reflect only enlightened self-interest—there was the higher duty of the citizen to promote the public good by all means at his command. Only when we take into account the extraordinary allegiance that Jefferson habitually gave to this higher duty can we fully comprehend his insistence that the "exact whole" of the records purchased at such expense and risk of life was indeed public in nature. This endowed them, in his eyes, with a degree of sanctity almost beyond the understanding of our day. They belonged to the public not merely in a legal sense: they were the nation's in a heroic sense as well.

In archival policy as in other realms, Jefferson anticipated an eventual maturing of public concern. If it is possible that a dangerous precedent could be established merely by the fact of the Government's recovery of official records in private hands, as some have feared, it is worth noting that the threat was posed by Jefferson himself a century and a half ago. No archivist ever stated so emphatically the right of the Government to recover its own, no private citizen ever pursued that object with such unwearied diligence. It is true that Jefferson utilized the agency of our oldest learned society to accomplish his object. But the real instrument was the right of the Federal Government to reclaim and secure "these precious monuments of . . . our history." In doing this he was doing almost precisely what, in different words, was declared to be the policy of the National Archives in the present case. His purpose and the authority for that purpose were understood and applauded by all involved in it—but not by the two Federal courts. Their refusal, given the preconceptions on which it evidently rests, is not surprising. For if the three pocket journals of Clark had been regarded as public records, the court would then have had to confront squarely the question posed by the partly duplicative notes and to accept or challenge the position that it steadily refused to recognize: that is, that the Government has a right to its employees' field notes, original drafts, duplicate texts, and other writings embraced in that vague and unlovely term employed in the course of litigation

—“the work product.” The court thus would have had to confront, in turn, the question whether the Government has the right and duty to prevent public records of great historical interest from passing out of control of a public institution to a private estate, where they might be damaged, destroyed, scattered, or lost. These questions it could not, or did not, face.

What, then, has the decision established? With an issue fairly joined, ably presented, and open at least to two possible courses, what became of the principle for which the Government was contending? It has disappeared in a fog of legalism. The opinion purports to establish only that the Clark notes were created for private purposes and are private property. Reason, the facts, and history suggest that they belong to the nation because they were created at the behest of government. The courts deny this. Yet their denial does not mean that dire threats to our institutions have been thwarted, for none had existed. Nor does it mean that any right or authority of the Federal Government over its present and past records has been augmented or impaired. Authority and right were simply not touched. What some hoped and others feared would become a landmark decision in the history of archival progress has dwindled away to a mere routine pronouncement on private property.

Sooner or later the issue will have to be faced and the nature of governmental authority in this area legally defined. This is implicit both in the demands of orderly administration and in the long evolution of our archival history. A recognition of this inevitable fact need not inspire fear. If an Archivist of the United States should ever be so lacking in responsibility to his office or his profession as to wish to recover the records of the Government now safely protected in responsible non-Federal repositories and there made accessible by those who have acted in good faith in the public interest, or if he should be so rash as to make the effort to seize and stuff such records into the Government's already bursting depositories, then the danger could be averted at once by simple, effective, and legal expedients. It is difficult to believe that anyone could seriously expect such a threat to proceed from quarters that, throughout our history, have been identified with the public *and* private protection of historical records and have never set one in opposition to the other.

Yet the only really significant fact about the present case is this: that for the first time the interests of libraries, historical societies, and individuals have been put into an unnatural, unjustified, and

unfortunate opposition to what were assumed to be the hostile motives of archivists. This is a consequence as regrettable as it was needless, leading in its extreme form to an unjustified emphasis on what historical societies and libraries had accomplished and to the equally erroneous impression that the Federal Government had done nothing to meet its responsibilities before the establishment of the National Archives. Historical societies, libraries, collectors, dealers, and countless anonymous citizens have performed a magnificent service to the nation in what they have protected, published, and made available through private endeavors. So, too, from the beginning have record custodians of the Government shielded and conserved the papers of the nation. The unity of purpose and effort that has achieved these results should not be disturbed, for this is a matter in which the public at large is not consciously concerned and schisms in the relatively small band of devoted partisans can only be self-defeating. Those who disturb that unity of purpose, whether from fear or any other motive, cannot be said to reflect the Jeffersonian attitude toward these "precious monuments of . . . our history." For the essence of that attitude is that the citizen, the private institution of learning, and the public authority should associate themselves as one in meeting their "imperious duty." In a democratic society, this is a natural and just attitude. It is the attitude that the Archivist of the United States desired to implement in the present case. He so declared in terms worthy of his office, of his profession, and of the precedent set by Thomas Jefferson.

When the issue arises next, therefore, let us hope that the unfortunate and extraneous element of this case will be absent. Each of us could predict a number of ways in which the issue might ultimately arise. As for myself, I should like to imagine that there would some day come to light in the attic of a descendant of a Philadelphia printer the manuscript of a report by a committee of the Continental Congress left with him to be set up in type and printed. It would be, in every sense of the term, priceless. It might conceivably be regarded as private property. It might become the object of litigation. But its substantial duplicate would exist in the possession of the Federal Government in the form of a printed broadside wafered into the journals of the Continental Congress under date of July 4, 1776. If it should be contended for, let us hope that the courts of the nation would not ask of what possible *use* it could be since its derivative copy already existed in the National Archives and had served the practical purposes of government. Let us hope also that no village Hampden would arise to accuse the Archivist of the

United States of leading a crusade against our historical societies and our libraries. Let us hope that the Archivist would again refuse, with dignity and courage, to abandon the nation's records to those who would turn them into articles of merchandise. Let us hope, too, that in order to bring together those who labor for a common cause — the collectors, the dealers, the institutions — he might appeal to the American Historical Association to designate a committee of representative persons, including especially lawyers and judges, who could agree upon, and perhaps persuade others to adopt, equitable standards under which conflicts might be arbitrated in order, so far as possible, to accommodate private interest and public right.

If this could be brought about, we might expect that one of the beneficial results would be the elimination of nonsensical talk about the dangers of a "socialization of manuscripts." A government that has at times throughout history yielded up too readily the public right to lands, forests, mineral deposits, water power, and other natural resources should not be attacked for standing steadfast in its duty of protecting the public records. For these are not only among our most precious monuments: they are *our* property.

The Preservation of Government Publications

By PAUL LEWINSON¹

National Archives

GOVERNMENT publications are a problem to the archivist because of their bulk, their often ephemeral nature, and their dispersion. The crux of the problem, however, is their bulk, for if they were less bulky they could be dealt with quite simply — at least for the future — by a fiat requiring the setting aside and preservation of one record copy of each publication.

The number and hence the bulk of these publications vary from jurisdiction to jurisdiction; they are, of course, greater in the Federal Government and in large nations and smaller in State governments and small nations. But since archival facilities — space, personnel, and funds — vary on the same basis, the problem is the same in all jurisdictions. Some hasty calculations of mine, covering book and pamphlet publications only (excluding, that is, press releases, directives, and the like) seem to indicate a total yearly production (one copy each) of about 3,000 linear feet — about three-fifths of a mile — by the Federal Government alone. Microfilmed, this would amount to around 2,500 rolls of film per year. I do not vouch for these figures, but the problem of bulk is without a doubt a serious one.²

¹ The author is Chief Archivist of the Industrial Records Division of the National Archives.

² These are my calculations, undertaken merely to see whether any credible estimate is possible, short of a careful study: Let us assume that the publications of an agency are on the average in proportion to its size. The present Federal civil list is about 2,400,000 persons; the National Archives and Records Service list, 400 persons. During recent years, therefore, the bulk of the total Federal publication activity should be 6,000 times the bulk of NARS publications. Because NARS publications — not including “issuances” — have been microfilmed, 1934-56 (22 years), a fairly good estimate of their bulk is possible. The 9 rolls of filmed National Archives publications represent about 32,000 pages. One year’s publications are therefore about 1,500 pages, and this in turn (on the basis that about 3,000 bond sheets equal 1 linear foot) makes NARS publications about 1/2 linear foot per year. Multiplying by 6,000 for the Government as a whole yields the 3,000 linear-foot annual aggregate. On the microfilm side, if NARS publications come to 9 rolls for 22 years, the annual production rate equals 9/22 rolls; and this, multiplied by 6,000, comes to about 2,500 rolls for the Government as a whole.

KINDS OF PUBLICATIONS

What are publications as we are here concerned with them? For our present purposes, publications are printed or otherwise processed literary or graphic materials made available in quantity and addressed to a general audience rather than to a particular recipient or small group of recipients.

The problem of what to do about publications will not yield to a single solution. Publications vary in a number of ways, and they are best considered by class. I have divided them into five classes that I believe are significantly distinct and susceptible of appropriate evaluation. These classes are as follows:

A. *Acta*. This traditional European archival term I define for the present purpose as all published documents by means of which government gives official recognition of status, penalty, privilege, possession, right, or other condition that may by virtue of such recognition be maintained at law. It includes, at one extreme, such Federal series as treaties and other international acts, and decisions of the Interstate Commerce Commission; at the other, individual printed patents, and court decisions, civil or criminal.

B. *Internal issuances*. These I define as published internal directives and internal informational releases issued by a government agency for the purpose of organizing its work and getting it accomplished. Included are—for example—organization charts, procedure manuals and supplements, and “letters to all employees” announcing personnel changes.

C. *External issuances*. These I define as published releases for the general public or some considerable specialized segment of the public, in which a government agency officially reports on or accounts for its actions, states a policy, or gives its interpretation of facts. Press releases fall into this class, as do also published annual reports.

D. *Research reports*. These I define as government publications that purport to set forth, in accordance with accepted canons of scholarship, the results of study, experiment, or investigation. They include compilations or analyses of data gathered for administrative or enforcement purposes. Some examples are *Optical Calcite Deposits in Park and Sweet Grass Counties, Mont.* (U. S. Geological Survey), *Quarterly Financial Report for Manufacturing Corporations* (Federal Trade Commission), and *Salad Dressing, Mayonnaise, and Related Products, 1957* (Business and Defense Services Administration).

E. *“How-to” publications*. This is a residual class including all those publications of an agency that are issued as a service to a presumed audience, but that do not have the character of *acta*, *issuances* internal or external, or research reports. Illustrative of this class are *Frostproofing Water Systems in Poultry Houses* (Agricultural Research Service), *Operation of North Atlantic Type Otter Trawl Gear* (Fish and Wildlife Service), and *How to Plan Forest Show-Me Trips for Clubwomen* (Forest Service).

Before proceeding to set up standards for dealing with these classes of publications, it is desirable to point out a distinction between classes *A*, *B*, and *C*, on the one hand, and *D* and *E* on the other. *A*, *B*, and *C* are classes of publications that are characteristic of government as the sovereign authority (or at least as the agent or embodiment of sovereign authority). There is no inherent quality in *D* and *E* publications, or in the activities they represent, that would prevent us from applying the *D* and *E* definitions to non-official publications; but only government "gives official recognition," only government directs government work, only government "officially reports" on its activities. This distinction will be found to play a part in the rest of my discussion.³

PRESERVATION OF PUBLICATIONS

Class *A*, *B*, and *C* publications, I suggest, are in whole or in part archival problems. The fact that they are publications arising out of those activities of government that are peculiar to and characteristic of the sovereign authority does not of itself make them so. It is to be assumed — or at least hoped — that because of this quality they will be preserved in authoritative (perhaps unpublished) form among other records. What makes them matters of archival concern is their great usefulness for administrative history and through administrative history for other substantive studies. This usefulness may be seriously impaired by the disappearance of unpublished versions and by the disappearance or dispersion of published or unpublished versions among other records. As a practical matter it is well worth the expenditure of archival resources to preserve them together. So preserved, they can immensely facilitate the archivist's study of administrative history and the searcher's use both of their contents and of the other records they lead to.

Not all of the three classes, however, need to be preserved *in toto*.

All class *A* publications should be accessioned in record sets except insofar as their substance is elsewhere published in gazetted form (i.e., in periodical or recurrent volumes of decisions, rulings, awards, and so forth, or in a continuing general publication such as the *Federal Register*); and except, also, insofar as it is expressly and bindingly provided that an unpublished copy is to be permanently preserved. These documents are archival in principle; even a

³ Lest I be accused of begging the question here by my insertion of "official" and "officially," may I point out that there is no such thing as "official" as distinct from other science and that, in spite of "the right way and the Army way," there is no such thing as "official" carpentry or rug-weaving as distinct from those and other arts and crafts in the world at large.

very moderately learned Latinist or etymologist would, I think, be able to demonstrate that they conform to the essential meaning of *acta*, the classical term for archives. The exclusion of gazetted documents of this class, especially if publication in a privately issued gazette is deemed sufficient, is in contravention of the principle; consistency here yields to practicality. If any weeding of this kind of material is to be considered, it should be done after accessioning. And steps should be taken under archival leadership to guarantee the legal adequacy and the preservation somewhere of gazette publications. Material belonging to class *A* might lend itself readily to microfilming; and, in any case, if gazetted documents are excluded, it might not turn out to be unmanageable in bulk.

All class *B* publications should be accessioned in record sets. These materials are the backbone of administrative history, and an archival institution is in principle responsible for preserving them. If for practical reasons they must be weeded at all, they should be weeded after accessioning. Orderly record sets of such publications are usually well adapted to microfilming. Although it may seem to a middling bureaucrat, working at a moderate-sized desk, that the class *B* publications of his agency are like snowflakes in a blizzard, their total quantity, over the government as a whole, is far from unmanageable, if we consider their importance and the relative quantity of other records.

Class *C* publications are to be considered in two subclasses. The first subclass comprises class *C* ephemera, which should be accessioned in record sets. It includes press releases, speeches or statements by officials, and the like. It excludes as presumably non-ephemeral physically substantial publications such as titled pamphlets, bound volumes, and regularly appearing titled periodicals. The excluded nonephemeral publications will presumably be preserved in libraries, but steps should be taken to assure the soundness of the assumption. All class *C* publications represent the interaction of government and the people; they are official expressions of policy, opinion, or fact as seen and publicly presented by government and are therefore in principle basic archives. The preservation in an archives of the subclass of ephemera rests upon the fact that the preservation of this subclass elsewhere cannot be taken for granted. The principle of preservation is waived, under safeguards, as a practical matter in the case of nonephemeral publications. Like class *B* publications, external issuances, if weeded at all, should be weeded after accessioning. They will usually lend themselves readily to microfilming if that becomes desirable. In spite of com-

plaints about the number of handouts produced by government public relations officers, I am inclined to think that the quantity of class *C* ephemera, especially after weeding, will prove to be small.

Class *D* and *E* publications, I suggest, are not primarily archival problems. They do not represent the activities of the sovereign state as such; their importance for administrative history is incidental; their chances of undispersed preservation elsewhere than in an archival agency are good; and the more intrinsic importance they have, the better is the chance that their essential contents will survive in some other form.

All class *D* publications should be preserved insofar as the research they cover meets the standard of *administrative* or *substantive* importance. Such preservation need not be archival if library preservation has been assured, and steps should be taken to assure library preservation. Like all the other classes dealt with in this paper, this class lends itself easily to filming.

A research project may be judged to have been important *administratively* if it consumed a substantial part of the resources of an agency, if it was undertaken in response to some politically or historically important need, or if its results are known to have influenced importantly a major legislative or executive program or the relations of government with nongovernment interests.

A research project may be judged *substantively* important if it was a pioneer endeavor either in subject or technique, if it disclosed strikingly new facts or made possible new generalizations, if it substantially confirmed less firmly based existing knowledge or techniques, or if it revealed facts or established techniques and theories that have been fruitful for further research.⁴

The preservation of published research reports within the above limitations is not to my mind an *archival* responsibility, except insofar as an archival agency accepts a general responsibility to the intellectual and cultural community in connection with government contributions thereto. Such a responsibility would be more than sufficiently met by participation in arrangements for the preservation of a published record *somewhere*. It is my tentative conclusion that there should be *archival* preservation (entirely apart from the question of publication) of several phases of research documentation, including research results, in the case of "administratively or substantively important research projects." If such a norm were accepted and enforced, the purely archival responsibility would be met to that extent, without regard to publication.

⁴ I am indebted to Dr. Nathan Reingold of the Library of Congress for much of the substance of this definition.

Class *E*, the residual type of publication, I have called "how-to" publications, for short. It is difficult to be solemn about this class of material though it is easy to be solemn about the other four classes. Perhaps it is legitimate to say that *as a class* such publications are relatively unimportant, compared to class *A* (publications giving official recognition to some enforceable matter of status that derives its force from the official recognition involved), class *B* (publications reflecting the government's internal management activities), class *C* (publications reflecting the government's communications with the people on matters of public concern), and class *D* (publications resulting from exceptionally important research and analysis activities). Perhaps it is therefore also legitimate to assume that *relatively* few of such publications will be worth preserving on any basis. But on the other hand, publications in class *E* may be great in quantity, so that the practicability of preserving them either archivally or in libraries raises grave questions unless vigorous weeding standards can be prescribed for eliminating those of little worth. Can any of the standards set forth for the preservability of the other classes be applied to this class?

Since "how-to" publications neither give official recognition to status nor contribute to administrative management, class *A* and *B* standards will have no bearing.

The "how-to" literature may partake of the nature of class *C* publications (government's communications with the people on matters of public concern). Hints on the construction of henhouses ("metallic webbing of half-inch mesh should be stretched six inches above the flooring") are on their face not reflections of public concern with a public problem; but a publication on the construction of family-size bomb shelters probably is.

The "how-to" literature may also partake of the nature of preservable class *D* publications (exceptionally important research and analysis activities). A pamphlet on how best to wash dishes, even though not purely empirical but rather based on elaborate time-and-motion studies, does not conform to the standards for "administratively or substantively important research." But conceivably some other "how-to" publication (which does not come to mind) might conform.

Thus, where all other classes of publications either lend themselves to a fairly clear-cut statement on what shall be archivally preserved (classes *A*, *B*, and *C*), or to the statement that certain types warrant assured library preservation (class *D*), the "how-to" class presents us with the problem of selecting subclasses or making

a piecemeal appraisal on the merits. This is not so neat a solution as those offered for the first four classes, and it is especially galling that this should be the case for a class of publications that we have called "relatively unimportant."

These further observations may, however, be made:

Suppose that all the "how-to" literature were left unprovided for in a scheme for the preservation of publications. We may concede at once on purely logical grounds that some that should be preserved *as publications* (on whatever grounds) would be lost as publications. But on the other hand:

1. Many would probably survive in appropriate special library collections.
2. Some of the lost publications would probably still survive substantively among unpublished archival material.
3. Traces of all such publications, reflecting the administrative-history and public-relations involvement of the government in their substance, would continue to exist among preserved class *C* (public relations) publications, such as serial catalogs of government publications, series of press releases including announcements of publications, preserved sets of government periodicals that contained publication announcements, and other class *C* material. Less completely, perhaps, *traces* would also be left among preserved unpublished archival material.
4. It would not be impossible, if it were thought worth while, to get the producing government agency periodically to designate selected "how-to" publications for permanent library preservation — perhaps filmed — in its own or some other library.

It may not have been worth taking so much time to deal with "how-to" publications, in view of their intrinsic unimportance as a class. The attentive reader will have noted that I have dealt somewhat cavalierly with an intrinsically far more important class of government publications — class *D*, published research reports. These have been dismissed as not an archival responsibility. To anyone inclined to object to this treatment of published research reports, I point out that what has been said about the probable survival of "how-to" publications, substantively or in traces, applies a good deal more strongly to published research reports.

SUMMARY

I have attempted in this paper to define publications in a way that would be helpful in solving the problems that government publications present to the archivist. These problems, I have said, arise out of the bulk, the ephemeralness, and the dispersion of a species of documents that *as a species* is valuable. I have attempted to classify government publications so as to permit a series of evalua-

tions, class by class, which taken together will reduce bulk; and so as to suggest measures for concentrated preservation that deal with ephemeralness and dispersion.

I have differentiated between classes of publications (*A*, *B*, and *C* on the one hand; *D* and *E* on the other) that are either in the first case, under certain conditions and with certain limitations of practicability, a distinctly archival responsibility, or in the other case a library responsibility. By eliminating classes *D* and *E* as matters of archival responsibility, I have proposed a considerable reduction in bulk on the archival side; by limiting archival responsibility for classes *A* and *C* to the ephemera in those classes, I have proposed a further substantial reduction. The three classes — *A*, *B*, and *C* — that I suggest are distinctly archival responsibilities are in addition reducible by weeding after accessioning. All classes — for the relief of libraries as well as of archival agencies — are, I suggest, technically appropriate for microfilming.

I have proposed that archivists, as members of the intellectual community and as persons specially charged with responsibility for official documentation, should take the initiative in efforts to provide for the nonarchival preservation of published government documents that it is not practical for archival agencies to preserve.

I have given some figures in an effort to arrive at a reasonable estimate of bulk — the primary problem. The assumptions underlying these figures, and the calculations by which they were reached, are obviously shaky. Even the one reasonably firm figure available — the bulk of NARS publications for 22 years — is unsatisfactory as a basis for a really tenable estimate of the total bulk involved in the Federal Government, for it includes, for NARS, only the non-ephemera of class *C*, and class *D*; it does not include class *B* at all; and NARS publishes little or no class *A* and class *E* documents of its own. The aggregate figures given for paper and microfilm bulk are therefore useful only in suggesting that the quantities involved, while far from small, may not be so astronomical as might be supposed. If, in respect to bulk, more careful and better based estimates are needed, this would require a carefully planned and executed project.

The California State Archives

By W. N. DAVIS, JR.¹

California State Archives

THE first law enacted by the first session of the California State Legislature, sitting in San Jose in 1849-50, was "An Act concerning the public archives." For 109 years now there has been an Archives at the California State capital. What has been the nature of this agency over the years? What records does it now hold? What, from the point of view of the professional historian, are its resources? The remarks that follow attempt to answer these questions, at least in part.

The institutional history of the California State Archives has much relevance to an understanding of its resources. Knowledge of this history is a basic instrument for the researcher in determining the probable relevance of the Archives' holdings to his interests and, once research in the Archives has begun, in going more surely to the materials sought. The situation will perhaps become clearer when it is pointed out that in the California State Archives the apparatus of published guides and inventories is very little developed. The past practices of the various State agencies in the keeping and disposition of their records, and the relation of the agencies to the State Archives over the years, pretty largely explain what records are available, and what are not, in the Archives today.

The "Act concerning the public archives," approved on January 5, 1850, reads in part as follows:

Sec. 1. That the Secretary of State be and is hereby instructed to call upon, ask and receive, of the late Secretary of the State of California, all public records, registers, maps, books, papers, rolls, documents, and other writings, which he may have in his possession, which appertain to, or are in any wise connected with the political, civil, and military history, and past administration of the Government in California; the titles to bonds within the territory, or to any other subject which may be interesting, or valuable as references or authorities to the Government, or people of the State. And that the Secretary of State be directed to classify, and safely keep, and preserve the same, in his office.

The State constitution adopted the preceding November pro-

¹ Paper read at the annual meeting of the Pacific Coast Branch of the American Historical Association in San Francisco, Dec. 27, 1957. The statistics cited have been revised to Jan. 1959. The writer is Historian, California State Archives.

vided that the secretary of state "shall keep a fair record of the official acts of the legislative and executive departments of the government."

From the beginning, then, the Archives has had the dual assignment of (1) preserving records accumulated by the Office of the Secretary of State and (2) preserving records of enduring value created by other governmental offices. The records of the secretary of state have come down through the years almost intact, but the records of other agencies have had a very different history.

It was in 1869 that the State offices began to move into the present State Capitol, and apparently most of the next two decades passed before a serious record storage problem arose. Whatever the reason, in 1880 Secretary of State William C. Hendricks first advanced the idea of establishing a true interagency archives, a central storage facility for the archives of all the offices in the Capitol. He described archival records honestly as "those which are rarely referred to, yet valuable, and have become cumbersome."

With an alacrity that nowadays would be incredible, the State Legislature the next year passed "An Act to provide for fitting up in the basement of the Capitol building a moisture-proof, fire-proof, and burglar-proof vault for storage and care of the archives of the State offices, for the appointment of a Keeper of the Archives, defining his duties . . .," and so forth.

This vault, "fitted up with a view to the requirements for space of all the various State offices," the secretary of state opened to use in 1891. As part of room 12 in the Capitol basement, it still serves the Archives. The transfer of records under this early archives and record-center program was brisk, so brisk that by 1898 the basement vault, as well as a second vault on the first floor, had been filled. Thereafter records piled up in the respective offices as in earlier times, to be moved into whatever out-of-the-way space could be found or to be destroyed outright.

The slackening, after the turn of the century, of the practice of centralizing archival material and the consequent rise in the agencies of loosely controlled record retention and disposition practices explain many of the present *lacunae* in the records of the post-1900 period. But owing to the act of 1889 a substantial body of records of the first half century of the State's existence was safeguarded for future use.

During the 1920's and 1930's a number of agencies again looked to the Archives for a way out of their record storage problems. For example, in 1928 the State controller handed over his file of

inactive claim schedules, in volume the equivalent of 13,000 letter-file drawers of records. The secretary of state found it necessary to take over two floors of the State warehouse on R Street to keep up with the tide. Faced with inundation by what today would be classified as record-center or noncurrent records, the secretary of state in 1939 secured a revision of the 1889 act, which permitted him to receive in the Archives only records deemed by him to have historical value. The problem of storing noncurrent, nonarchival materials was covered by legislation, enacted in 1947, enabling the secretary of state to establish an out-and-out record center. This low-cost storage and service facility, where an agency can keep its less active files, is now being used by some 45 State agencies.

From an archival point of view the problem of providing adequate housing for records is matched by the problem of protecting archival interests in the operation of agency record-destruction programs. Throughout most of California's history permanently valuable records have been thrown out with the valueless. For three-quarters of a century each department of the State government destroyed or disposed of its noncurrent records solely in accordance with its own requirements and interests, without question or review elsewhere. The first provision for a routine extra-agency check of records proposed for destruction came in 1927, not as an expression of archival interest but because the Department of Finance had found that records were being destroyed before they could be audited. Thereafter approval by the Department of Finance was required before records could be destroyed. All subsequent policies on record review rest on the 1927 law.

In the late 1940's the secretary of state and the Department of Finance jointly developed an effective program for the review of records proposed for destruction. The basic procedures may be briefly noted. They are outlined in the *Legislative Orientation Conference* (Sacramento, 1958):

When an agency has a quantity of records that have served their purpose and are no longer required in the performance of duty, the agency enters on a simplified form a request for authorization to destroy these records. The request is forwarded to the Department of Finance for review by the Division of Audits and then sent on to the Secretary of State for a check by the Archives, after which the form is returned to the originating office with specific instructions entered on it. In the process Audits and the Archives have indicated what their interests are. Audits may strike certain items from the list or may approve witnessed or unwitnessed destruction of the records. The Archives may request that some or all of the records be transferred to the Archives or held until the Historian can visit the office to screen them, or, if none of the records merit permanent retention, approve their total destruction.

In this way basic fiscal and archival interests are protected. Since March 1949, when the present plan began to function, 3,004 requests for record destruction have been processed, involving approximately 4,700 tons of records. Considerably less than 1 percent of this material has been retained for archival purposes; most of the remainder has been sold as wastepaper.

The screening or appraisal of noncurrent records for archival material is done by the Archives historian. This point requires a little elaboration, for additions to the resources of the Archives today depend primarily on this program. Two classes of value are considered in the selection of records for permanent retention: evidential value and more broadly informational value. The former value relates to the documentation of organization, functions, and operations of the office that created the records. The latter value has to do with the unique, significant, and usable information the records contain about the persons, places, conditions, or things with which the agency dealt. The appraiser must take note of the whole range of interest among users of the records. These users include, besides the various government branches and agencies, historians, political scientists, geographers, economists, statisticians, architects, engineers, genealogists, university students, general researchers, and authors in many fields. The Archives aspires to serve the broadest possible range of legitimate interests, both now and in the future.

In considering the present contents of the Archives a number of generalizations should first be made:

1. The California State Archives is part of an integrated agency within the Office of the Secretary of State known as the Archives and Central Record Depository. Both parts of the agency are located in the Archives Building, at 1020 O Street, Sacramento; and for the most part both are managed by the same staff. The Archives of course concerns itself with records of enduring reference and research value, the record center with noncurrent agency files. Of the 72,000 cubic feet of records now housed in the Archives Building, by far the larger part consists of record-center material.

2. The holdings of the State Archives are almost entirely confined to records created or accumulated by the agencies of the California State government. (The principal exceptions are the court records of Sacramento County for the period 1849-79, copies of the Spanish-Mexican land grant papers, and the papers of a few California Congressmen.) The Archives does not collect materials on California history generally. The California section of the State Library is the governmental agency operating in that area.

3. The Archives as a rule receives only unpublished manuscript records of the State agencies. The government publication section of the State Library collects published items.

4. The State Archives does not contain all the archival material of the State government. Many if not most of the State agencies maintain agency archives of a sort. The holdings of a few of them, such as those of the Department of Water Resources, are quite extensive; and the researcher in their fields of operation will perhaps find more to interest him there than in the State Archives.

The quiet recesses and privileged files here and there in the agencies no doubt contain a good many records that might well be in the State Archives. Not long ago, for example, the tower of the Ferry Building in San Francisco yielded up several hundred cubic feet of Port of San Francisco records extending all the way back to 1863, when the State began to manage the *embarcadero*. Just recently the Department of Education's great file of annual reports has come to the Archives. These "Common School Reports," initiated by John Swett in the 1860's, contain detailed data on the State's public school system down to the district and individual schoolhouse, supplied by the county superintendents.

Thus, under the California system an agency may hold records of permanent interest as long as it wishes. The situation will suggest that the work of the Archives includes interagency promotion of its program.

5. A catalog of records not to be found in the Archives would certainly note that there is no *Congressional Record* for the California Legislature, either in printed or in manuscript form. The printed *Journals* of each house, to be sure, give the chronology of proceedings: but aside from the coverage by the press, which grows more general and discursive every session, no record of the debates and discourses of the members is preserved. Legislative committee files, moreover, do not ordinarily reach the Archives. Their disposition is subject to the pleasure of the committee chairmen; their status is that of any other material in the legislators' files.

What, then, does the Archives contain? I am obliged to continue in the negative vein and say that there is no *Guide to the Records in the State Archives* that can be held up in answer to that question. The usual excuse must be made: The work of safeguarding archival materials — of finding them, salvaging them, and providing secure housing for them — has left little time to accomplish much more.

For the only detailed list of archival materials generally available it is necessary to go back to 1915. The *Annual Report* of the

American Historical Association for that year contains a 30-page "Report on the Archives of the State of California," by E. L. Head, then Keeper of the Archives. Brief statements on the holdings of the Archives have appeared from time to time, but Head's report is apparently the most detailed work of this nature ever to appear in print. Finding aids within the Archives are somewhat more detailed. Several massive volumes of indexes were compiled in manuscript by the W. P. A., and a number of card indexes to individual collections have been made. But far too much of the system of control depends on the unrecorded knowledge of the staff.

The materials in the State Archives are organized into record groups. Each record group consists of records of a single department or of an independent agency and is broken into series and sub-series conforming to the divisions and bureaus within the department. A few examples may suffice to indicate the organization and scope of the holdings.

The secretary of state's record group includes three large series:

1. The legislative file contains the original statutes, the original journals, petitions to the Legislature, miscellaneous papers, and all bills handed up to the desk. Bills not enacted into law, which make up the greater part of the file, often contain information not to be found elsewhere.

2. A second large series is the election series. Here is the master file on the returns of the State's elections, beginning with the election of August 1849 to fill the local offices and to choose delegates to the Monterey Convention and coming on down to the present. Because the statistics are broken down by precinct, they have values — for example as indices of population — that go beyond information on political events alone.

3. The corporation series in the secretary of state's record group forms another massive collection. Consisting of articles of association and incorporation, it obviously throws light on many aspects of California's economic, political, and social history.

The State Supreme Court record group is another very large body of material, containing the extant case records of the San Francisco and Los Angeles court offices dating from the State's earliest years. From a historical point of view it is one of the most valuable record groups in the Archives. The court records of Sacramento County, from 1849 to 1879, are also on deposit in the Archives. As a commercial center in the days when the miner was king, Sacramento was second only to San Francisco in the State. The voluminous manuscript material submitted as evidence in pioneer

court proceedings makes this collection a valuable source of information about many aspects of the society of the period.

The Governor's record group contains a variety of materials, including executive appointment books, proclamations, pardons, reprieves, commutations, and many letter books of nineteenth-century governors. The papers of Governor Warren, for the period 1939-53, under seal until 1963, total 600 cubic feet.

The adjutant general's records and the file known as the Indian War papers are rich in California military history. The Public Utilities Commission's records contain much material on the State's economic growth, particularly as regards transportation and hydro-electric development. The social welfare record group documents the evolution of government programs in California in that field.

Respecting accessions under the current screening program, it should be noted that a good deal of attention is given to the files of correspondence that come up for disposition. Correspondence files reveal the interpretations and attitudes and immediate thinking of the men and women who carry out the duties of office and of the elements of the public with whom they deal. Here the government and the individual citizen meet; here agency talks to agency. Here is material often not to be found in published form. Here are records for the Archives.

The phrase "resources of the State archives" fairly embraces, I believe, the various factors that bear on their efficient use. Mention has been made of the importance of some familiarity with the institution's history. A more fundamental key to the State archives, however, is the researcher's knowledge of the relation of his subject to governmental action. He should consider first the following questions: "Did the subject ever come within the province of State governmental action?" If so, "What office was involved?" And since archival materials are rarely filed by subject, being kept instead as the agencies maintained them for administrative use, an understanding of the past organization and functions of the relevant offices is very helpful. Useful in this connection are the Hurt and Ferina *Outlines of the Administrative Organization of the California State Government*, the annual and biennial reports of State agencies, and the California State *Blue Books*.

The relation of research subjects to State agency activities fixes the definite limits of the State Archives as a research center. It should be remembered, however, that the State government touches society and the lives of the people in so many different ways that its records often have a surprising range and depth of interest.

Finally, how do the resources of a government archives fit into the world of the professional historian? Professional historians may think of an archives as existing for their sake alone. But a public archives, aside from its primary work as a service agency for the government of which it is a part, serves all kinds of people. For every professional historian coming in, you have a dozen amateurs. There are lawyers and business men and genealogists, and people from distant places who call in quest of a single and, perhaps to anybody else, a trifling fact.

It seems to me that an archives by and large is not for writers of our general histories or for the impressionists or for others who deal in subjects and fields in the large. Such writers cannot ordinarily do much profitable research in the sources. An archives is primarily for the specialist, upon whose labors general writers depend. Fine work, laborious work, tedious work is what archives demand. But it is just this sort of work, the painstaking work of ascertaining detailed facts, that should distinguish basic historical research.

An assumption predicated on a surmise derived from a conjecture based on unauthenticated evidence may be history as one man sees it and, if he is given a platform, history as many see it. But granting that we are not disciples of the hunch and intuition school, the point that needs making is that the guesswork that passes for history, even in works of eminent writers, would be lessened if the pick and the shovel were accorded better standing in the profession. History depends on basic research, and all its other functions — narration, interpretation, analysis, synthesis — derive their validity from this first step. An archives is the place where much of the basic research has to be done.

Archival Services of State Libraries

By DAN M. ROBISON ¹

Tennessee State Library and Archives

A glance at the agenda for this assembly shows a close relation between the subjects discussed here and those included in *The Role of the State Library*, published in 1956. Furthermore, one must suspect that both programs were prepared by librarians without too much consultation with archivists. For example, of the 10 topics included on our agenda, 9 have to do with library problems while only 1 relates to archival matters. Perhaps this is to be expected, since the Library of Congress sponsors this assembly. Substantially the same ratio, however, holds in *The Role of the State Library*, which devotes 101 lines to strictly library activities as against 10 lines to the subject of archives. This, too, need cause no surprise; for in a large measure *The Role* was prepared by librarians. However natural these explanations may be, the heavy preponderance of library over archives may help explain why the archivists of the country viewed *The Role* with less than enthusiasm. In fact, the Society of American Archivists registered a formal protest against the proposed inclusion of archival services among the responsibilities of State libraries; and, so far as I can determine, this action by the Society reflects the almost unanimous view of its membership. Of course, I refer here to professional archivists as distinguished from such binominous persons as your present speaker.

It might be worth while to consider now the reasons given by the archivists for their stand. In their resolution on the subject, they recognized that the archival and library professions share the common objective of making information available effectively and economically. They held, however, that the professions differ basically in the nature of the materials with which they deal and the methods required for handling those materials. As a result of these differences, the archivists concluded, the "study of librarianship and library work experience, while pertinent, cannot provide adequately professional training and work experience for effective archival administration, disproving the library's exclusive right to jurisdiction in matters archival." The resolution undertook still

¹ Paper read before the Assembly of State Librarians in Washington, D. C., Nov. 13, 1958. The author is State Librarian and Archivist of Tennessee.

further to refute the recommendation contained in *The Role* by pointing out that in 29 States the archival agency had no connection with the State library, as opposed to 14 States in which that connection did exist.² The resolution setting forth the archivists' views was transmitted to the National Association of State Libraries; and on October 12, 1956, a committee from that organization met with the Council of the Society of American Archivists. To quote from the Council's minutes of that date: "Open and friendly discussion ensued, with each committee member expressing his views and acknowledging the areas of mutual interest. The desirability of proposing a joint committee of the two organizations to foster a closer relationship was discussed."³ The minutes of the Council for May 16, 1957, contain this item under the head of unfinished business: "The communication to the National Association of State Libraries had been sent, but there had been no reply to date."⁴

Of the two basic differences between the professions mentioned in the archivists' resolution, one appears at first glance to leave no ground for argument. I refer to the statement about the difference in the nature of materials and in methods of handling them. This seems to be based on the assumption that the archives handles manuscript records and materials while the library takes care of printed matter. But does that neat line of demarcation hold in departments of archives and history, where printed matter may be secondary but still have an important place in the holdings? In one State, I am informed, newspapers, session laws, printed journals, and the like belong in the library until they are 50 years old, after which time they go to the archives. In spite of these differences between the States, most of us are inclined to agree that there are basic differences between archival and library materials and between the methods of handling them.

You will recall that the archivists also maintained that "the study of librarianship and library work and experience, while pertinent, cannot provide adequately professional training and work experience for effective archival administration." It seems to one standing more or less on the sidelines that the archivists here have touched on a point that calls for thought. For example, none of our great library schools, so far as I know, offers any archival training. On several occasions in the past few years I have mentioned this fact to one of the library schools in our area and have suggested the desirability of adding a few courses on archives to its curriculum.

² *American Archivist*, 19: 371-372 (Oct. 1956).

³ *American Archivist*, 20: 59 (Jan. 1957).

⁴ *American Archivist*, 20: 386 (Oct. 1957).

The idea, though politely received, apparently fell on stony ground. It is hard to escape the conclusion that library schools have little or no interest in archival training and that, by and large, their graduates may be expected to reflect that attitude.

Archivists are quite concerned, and understandably so, over the prospect that the policies of a State library agency including the State archives may be determined by people of library training who have scant knowledge or appreciation of archives. There is a real danger, archivists believe, that under such conditions the archives will become one minor section of the several that make up the library organization. Such a result undoubtedly would hurt the work and prestige of both the archives and its staff. Of course, the library might suffer in the same way if policies were determined by a professional archivist who tended to overemphasize his own field at the expense of library functions. But the likelihood of such a situation arising is lessened by the absence of schools for archival training. It should be recalled, however, that in a few States, which readily come to mind, the archives hold enviable prestige in combined agencies administered by professionally trained librarians.

The final objection by archivists to consolidation of the two agencies deserves serious consideration. According to them, the archives has no organic connection with the library in 29 States as compared to 14 States where that connection exists — a ratio of more than two to one. It may be assumed that the 29 States had good reasons for separating or keeping separate the two agencies and that such an arrangement works to their satisfaction.

As a matter of fact, it is doubtful whether even the library functions are identical in any two States. To mention only a few examples, some State libraries serve the general reading public of their communities, others are primarily research centers, and still others are mainly law libraries. In some cases the State library is located in the same city with the State university. Obviously the functions of the State library so located must differ from those in such States as Tennessee, where the State university is some 200 miles from the capital. Looking at the dizzy variety of purely library functions, archivists think librarians should get their present household in order before demanding that the archivists be moved in with them. All this points up the fact that varying conditions in some States may dictate policies that would not apply in others. When we consider the rapidly growing tendency to impose conformity and uniformity from above, regardless of local conditions, some of us hesitate to join in the hue and cry, especially if our own fields of interest are at stake.

Another consideration enters into the question of consolidating library and archives. It was not mentioned in the archivists' resolution but seems to call for recognition. I refer to the tendency of archivists to become involved in the problem of record management, made acute by the ever-mounting volume of public papers. Here the archivists themselves seem to divide loosely into four schools of thought: the historically minded old school, to whom the destruction of any record is an act to be deplored; the efficiency experts, to whom the cutting of costs is paramount; those who seek to temper historical appreciation with a certain amount of realism; and, finally, those who look upon record management as something entirely apart from the function of the archivist. This is no place to discuss so intricate a problem, but we might question whether the development mentioned does not portend a still further divergence between the librarian and the archivist. Indeed, so sharp are the differences among archivists themselves on this subject that a few years back there was a question among some members of the Society of American Archivists whether that Society should attempt to encompass both record managers and archivists or should restrict its membership to archivists as more traditionally defined.

Up to now I have discussed largely the negative side of the question, and I must admit that the archivists have a strong case. It is my own judgment, however, based on experience, that the advantages of combining the library and archives in one agency outweigh the objections raised. This presupposes, of course, that those responsible for administering the several functions have a broad and sympathetic understanding of all interests and points of view involved. Without undertaking to set forth the advantages in the order of their importance, I shall suggest a few of them.

In Tennessee we have found in our combined agency a certain flexibility that can operate to the advantage of all. For example, there is flexibility in the matter of the budget. First, let me say that our extension and rural library program has a separate appropriation, so that these remarks apply only to the funds for the State library proper and the divisions of archives and restoration and reproduction. These funds are allocated by quarters to which we must adhere within reasonable limits. For the Archives, the cost of acquisition is nominal except when an especially important body of private papers needs to be purchased. The Archives Division, however, must on occasion spend abnormally large amounts for containers and other equipment or supplies. The library, on the other hand, has its quarters of extra heavy expenditures, as when

newspaper and periodical subscriptions must be renewed. The same is true of the restoration and reproduction division in the purchase of microfilm, paper stock, and the like. We find that by calling together the directors of the three divisions along with our budget officer at the beginning of each quarter we can usually foresee where our greatest demands will lie and adjust our expenditures to the best advantage of our total operation.

A certain flexibility of staff is also possible. Three years ago our Archives Division was faced with the necessity of preparing a large body of material for restoration within a limited time. Only by using temporarily a few staff members from the other divisions were we able to do the job on schedule. At present we are engaged in an extensive program of microfilming Tennessee newspapers. With the consent of our personnel department and division heads, we have been able to make certain transfers in staff for the duration of the project, to the benefit of all.

We have found too that flexibility in the use of space has been an important item. In planning our building, none of us could foresee the relative rate of expansion of the archives and the library. By designing the storage areas so that any part can house library stacks or archives vaults, as future expansion requires, we believe that the best interests of the State have been served. Other examples could be cited to show the advantage of flexibility in the use of space.

Our restoration and reproduction division is the pride and joy of our whole organization and has done much to make the general public aware of our valuable resources and of the way we seek to make them usable to present and future generations. In working for the other divisions it adjusts its schedules to the most pressing needs of each. As you know, restoration and reproduction are expensive, and it may be doubted whether this service would have been possible to us at reasonable cost had not all divisions been under a single management.

One great advantage of combining the Archives with the State library is the convenience it affords to the public, for the holdings of one complement those of the other. To have all in one building and under one management saves the time and effort of patrons and holds down operating costs. These advantages are all the greater when the library staff and that of the Archives work as a team — understanding each other's resources, possibilities, problems, and limitations and taking pride in the wealth of their combined holdings. Such teamwork can be had in spite of differences in the training and methods of archivists and librarians, and the resulting

esprit de corps is quickly detected and fully appreciated by patrons.

The union of Archives and State library in a single agency can be helpful in getting more adequate appropriations to carry on the work of both. Many people have asked what happened to cause the legislature of Tennessee a decade ago to appropriate 2½ million dollars for a State Library and Archives Building — a respectable sum for a State of our resources. Since that occurred before my connection with the State government, I can claim no credit for what was done. How did it come about? In my judgment, it resulted from the combined efforts of those who were deeply interested *either* in the library *or* in the archives but often not in both. When the combined influence of the two groups was brought into play, favorable action seemed to come easily. Had the two groups competed for the tax dollar instead of working together, we may question whether our building would have become a reality. We have found also that our annual appropriations show the same advantage of broad appeal. Our rural library program, for example, has greatly strengthened our position among legislators from the less populated counties, many of whom come to Nashville with little knowledge of either the State library or the Archives.

All of you are aware of two general tendencies in governmental organization, whether on national, State, or local level. One tendency is to create independent agencies to get certain desired results without being hampered by political considerations, bureaucratic red tape, or indifference. But an opposing tendency in almost every generation is to streamline governmental organization for the sake of better administration or economy. The effect of this latter tendency is to put several smaller independent agencies into one large department or, perhaps, to break up their functions and distribute them among several departments. It is unnecessary to mention here the disadvantages of being in a department so large or so constituted that our fields of interest receive scant support or have small voice in determining the department's policy. We may as well recognize, however, that the creation of splinter agencies invites drastic reorganization.

In conclusion, it seems to me that an agency concerned with the various functions indicated in *The Role of the State Library* offers advantages not to be found either in a huge department or in several small ones. Of course, these advantages are conditioned upon the ability of responsible people to work together in different but kindred fields, with broad understanding, mutual appreciation, and a spirit of teamwork.

The Archival Function in the States

By ROBERT H. BAHMER¹

National Archives

ONE subject I shall not discuss in this paper is a question that disturbs some of our State archivists: the question where, in a State's government organization, the archival function should reside. I was interested enough in the question, however, to check and see in how many States the function is a legal responsibility of the State library. Statistics compiled by the Society of American Archivists indicate that in 14 States of the Union the State archives are administered in connection with the State libraries. This differs somewhat from statistics presented by the Office of Education in 1956, which indicated that in 18 States the general State libraries were providing archival services.

I don't know the reason for this difference and for my purposes it doesn't matter.

The Office of Education release to which I referred suggested that there was a trend among State libraries toward an assumption of control over archives. I haven't paid too much attention to this development, but from my incomplete knowledge I should not have thought it to be true.

Generally it seems to me that the present status of the archival function in the States is a result of the peculiar institutional and cultural development in each of the States. In many of our older States, where the State historical societies evolved as completely private organizations, the archival function became a part of the service of the State libraries. This was less true in the southern States, where strong historical societies did not develop. The pattern of development there was to place the archives under a commission, sometimes independent, sometimes under the secretary of state, generally covering both archives and history. Much of this development was probably due to the efforts of one of the pioneer State archivists, Tom Owen of Alabama, who seems to have set the pattern for a number of the southern States. In most of the States of the West, where the State historical societies are supported in part by public funds, the archives function has been given to those institutions.

¹ Paper read at the Assembly of State Librarians in Washington, D. C., Nov. 13, 1958. The author is Deputy Archivist of the United States.

The regional pattern is by no means without exception, and I know that changes have been and undoubtedly will continue to be made in it. I am pretty sure my guess is correct that most State archivists who are now not a part of the State library organization will resist any movement to annex them to a library. For leaving aside any question of prestige and position, most State archivists sincerely believe that greater financial support can be obtained if the archives is on its own.

Complicating the picture a bit today is the development of the field of record management or record administration, as it is sometimes called. This field, closely related to archival administration, was promoted in the Federal Government by the archivists; and today by law the Archivist of the United States has full responsibility for leadership and staff planning in the administration of Federal records. Record management has also developed in the States during the past decade, often promoted by the State archivist. What effect this may have on the organizational picture I am not prepared to say.

I said at the outset that I should not discuss this question of organizational status, and so I had better change my line before I really get into its pros and cons. Personally I should regret it very much if jurisdictional controversy developed between our professions. I have long thought that there ought to be closer professional relations and greater cooperation between archivists and librarians at all levels. Certainly we archivists in the United States, who on the whole are relatively late comers to our work, owe a debt of gratitude to the librarians, who before our time took care of our government archives. There is today enough work for all of us and we ought to save our energies for doing things that need to be done rather than engage in jurisdictional disputes.

On the subject of archival services of State libraries I am sure there is one point on which we all agree: that is, that the archival function is distinct from the library function; that it requires special training and special competence. I speak, of course, from the point of view of what we believe our job to be as Federal archivists, and if I emphasize the differences between library and archival work, I do so only to ask the State librarians who have archival responsibilities to be patient and understanding with us.

I fully subscribe to the thesis that librarians and archivists have common goals — the collection, evaluation, control, preservation, and dissemination of the materials of knowledge. These, however, are general goals; in specifics the materials handled, the problems

encountered, the work methods, and to a large extent even the clientele served in an archives differ from those in a library.

On the working level the predominant purpose of a library is to acquire printed materials suited to the needs and interests of its patrons, to make its holdings available on open shelves or by quick delivery from the stacks, and to simplify the process of finding particular books and of discovering what books on a given subject are available in print. Its clientele is likely to be very numerous and quite diverse in character. As a rule it is called on to furnish specific items whose existence is already well known or to assist in the development of a bibliography of specific items dealing expressly with some fairly well defined subject of inquiry.

The materials in a library consist mainly of published books, pamphlets, and periodicals. Each unit is an integrated piece, consciously written to tell some story or expound some particular subject. Each unit is identifiable in a standard way by author, title, and date and place of publication. Being published, the unit's existence can be discovered through such generally accessible media as book reviews, publishers' announcements, publishers' lists, consolidated catalogs of books in print, and a myriad of specialized bibliographies. Most of the holdings of a library (except its rare books and similar items) are expendable and replaceable; without too much concern they may be freely exposed to occasional loss and normal wear. If a reader does not find a copy of the book he wants in one library, he can usually find it in another.

Given its broad purpose to collect materials according to the interests of its patrons and to administer its collection primarily with a view to convenience in getting at single items, and given the well defined nature of the items with which it deals, a library normally proceeds by the best suited methods to classify and arrange the items according to subject and to catalog each item so fully that it can be found with almost any clue. And, since a library catalog is expected to lead with precision to known works in various editions, it must be constructed in accordance with strict conventions and must give with scrupulous care all the defining elements by which each particular work can be positively identified.

Archives, it seems to me, have more specialized and limited functions than libraries. Their first responsibility is to the government, in whose operations they take a significant part. They must by judicious selection assist other agencies of the government in reducing to a minimum the volume of records that are to be retained and later transferred to their custody. This selection process in an

archives is fundamentally different from that employed by librarians. The archivist selects aggregates rather than individual items. He judges values on the basis of an analysis of the functions and organization of the creating agency.

After he takes over the permanently valuable records, the archivist must endeavor through research to maintain or revive the functional utility of the records. For government officials, confronted with new situations, tend to consult their records only so far as their personal recollection of comparable past situations prompts them to do so. When they try to go back further than their own recollections, they are confronted with innumerable obstacles to understanding — obstacles created by changes of organization and transfers of function. When personal recollection fails to suggest a useful parallel, they need the help of archival analysis.

We archivists believe that it is legally, administratively, and historically important that the *essential* records of every agency of government should be preserved as the authentic, firsthand evidence of what the agency was, how it came to be, how it developed in organization and function, how it operated, and what it accomplished. This is one of the main grounds for the well-known archival principle of provenance — the rule that an agency's records should remain physically integrated and identified as a record and should not be treated as a mere collection of separate documents of interest only for what each individually contains. No agency, in surrendering its essential records to any custodian, should accept less than a tacit promise that they will be so treated.

The principle of provenance is strengthened by a further obligation of an archives to preserve in comprehensible form the records of individual actions that are important in themselves without regard to any question of the institutional history of an agency. To be comprehensible, the record of an action must be kept intact and associated with the agency that was responsible for it. And there is also an obligation to respect and preserve the intelligibility of citations made in the past so that documents that have been used and cited in connection with past research can be found and positively identified again.

A secondary function of an archives is to serve the public. The general public, as a rule, visits an archives mainly to see selected documents set out on display in its exhibit rooms. We regard our exhibit program as highly important. As for the researchers who come to the archives to make serious use of its holdings, the archi-

vist should remember that they do not come to it as they would to a library, as the nearest convenient place to consult known works that might be found equally well in some other repository. They come to it as the only place where the material they want is to be found. They cannot know precisely what material there is, but they can know what is likely to exist on the basis of their general knowledge of the archives' holdings.

For government records, especially the older ones, consist largely of unduplicated materials that are available in only one place. Some have a few of the characteristics of books in that they can be identified by author, title or subject, and date of completion; but they are ordinarily not published or even duplicated in many copies. In this class are the studies and reports deliberately written about some administrative problem or as ends in themselves. There are agency histories, annual reports, critiques of organization and procedure, staff studies of particular cases that must be dealt with, handbooks and manuals, legislative committee reports, and many other comparable documents. But a far larger part of every agency's records are of a different kind. They are not characteristically planned and written to give general information about some well defined subject of research. They are byproducts of action — applications for license, receipts for money, vouchers, book entries recording expenditures, reports to superiors on what has been done or observed, and so on ad infinitum. The units are not ordinarily fixed but are fluid and amorphous. Some are files of loose papers held together only by a folder, a piece of red tape, or a file box; and administrators seldom hesitate to change their grouping to suit the business in hand or a new system of filing.

An archives, containing material that is not published or largely duplicated and for which there are no efficient general guides comparable to the standard bibliographical guides to books, must first of all find means of bringing to the attention of scholars near and far the general nature of its resources. The most workable means to this end are the broad guide and the more detailed inventory, which can be reproduced in fair-sized editions and distributed as widely as may be desired. In such guides and inventories, it is out of the question to set forth with the precision and detail of a library catalog entry the individual papers and documents of a collection. An archivist must content himself with the identification and description of units that are usually much larger and always less definite in their composition than a published book. And his identifications must be based on a careful study of their relation to the organizational and

functional history of the agency rather than on the simple, often un-descriptive, markings or labels borne by the records themselves. The units most commonly chosen for identification are first the record group — that is, the records accumulated by a single bureau or other establishment of nearly autonomous authority; and second, the series — that is, a body of records kept together on some principle within a record group and kept distinct from other comparable series.

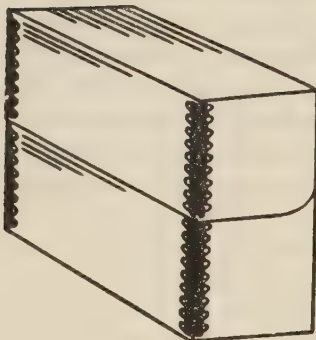
To meet the needs of remote scholars an archives, having unique materials, should do other things that are not ordinarily expected of a library. It should publish as many as possible of its more important series, either by letterpress or on microfilm, so that copies can be placed in more conveniently located libraries. Publication is an important part of the program of every well managed archives.

I have emphasized the means an archives must use to make its holdings known and partly available to persons who live at a distance. I wish now to consider the methods that it must employ in administering the records themselves. First of all the matter of preservation is of paramount importance. The methods used are probably well enough known to all librarians. Next, in view of its obligation to maintain the essential records of each government agency intact, an archives should take great pains not to let any records lose their identity of provenance. As a rule it should keep the arrangement given to the records by the last agency that held them. At least, before undertaking to rearrange them it should consider carefully whether the change will separate related documents or deprive them of any of their organic meaning. In the interest of simple thrift an archives will conserve the value of the tools of control inherited from the originating agency. This means that it should not only save the existing registers and indexes if they are still workable but should also preserve the order of the records in relation to such tools so that they can continue to be used. For no archivist can ever hope to be rich enough to discard existing tools and to substitute a whole new set of his own.

Since all reference to archives, in whatever subject field, is essentially historical — relating to what was or what happened in the past — and since the record units that must be dealt with cannot be intelligibly identified on their face but must be analyzed internally and identified in relation to their origins in political and administrative history, it follows that to be a successful archivist one should have sound academic training in history and historical method. This kind of training is usually easy enough to find. But in addition to

historical training an archivist needs to have studied the peculiar problems and methods of archival work as distinct from the work of both librarians and historians. There is now a sizable literature in English on this subject. So far, however, there are few substantial university courses regularly given in archival management. We hope that in time this situation will be remedied. I trust that it is not too much to hope that in the fullness of time courses in archival principles and techniques may even become a part of the library school curriculum.

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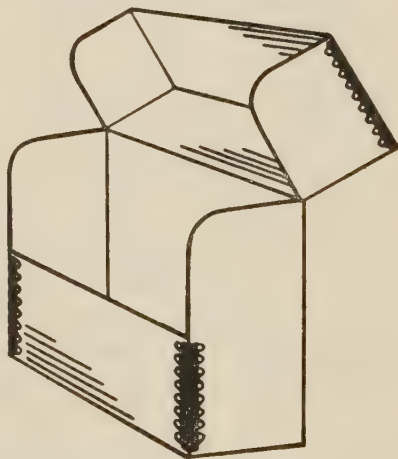
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The Relation Between Archivists and Record Managers

By ROBERT H. DARLING¹

Du Pont Company

DURING these times of cold and not-so-cold wars and guided missiles we hear much talk of coexistence. This morning I should like to explore the possibility of a closer relation between the archivist and the record manager — coexistence, if you wish. When Mr. deValinger asked me to appear, he spoke of an uneasy alliance existing between archivists and record managers. I represent the point of view of the record manager. I venture to say that you expect my address to be in the nature of a castigation. I hope you won't be too disappointed when I tell you it will not be. No fur is going to fly. I cannot agree that there is any basic difference in purpose between record managers and archivists; at least I cannot agree that there should be. We all are — or we should be — trying to do our best job. Record managers are subject to somewhat different pressures than archivists, but I submit that the differences between us — and Heaven knows there are some — are almost all due to lack of communication between us.

The history of every company starts on the day of its inception. The recording of this history starts with the first document written, whether it be a certificate of incorporation or a simple agreement of partnership. The history of the Du Pont Company starts with a cash book, in which our founder posted his cash on hand and expenses. In this little book, Eleuthère Irénée du Pont kept track of his daily operations. After this, letter books were created. These give an insight into the rewards and defeats Mr. du Pont encountered in operating his mills. Later there were ledgers of capital account, of accounts receivable, and of accounts payable. Reading these early records, one can visualize the masons laying the first stones of a small gunpowder mill on Brandywine Creek, near Wilmington, Delaware. This venture in the New World was started in the summer of 1802 by Mr. du Pont, who had landed in America

¹ Mr. Darling is manager of the record division of E. I. du Pont de Nemours & Co., Inc. This paper was read at the meeting of the Society of American Archivists at Salt Lake City in August 1958.

on New Year's Day in 1800, just 3 weeks after the death of George Washington.

Here I should like to tell of the experience that prompted Irénée du Pont to start making gunpowder. He had no thought of gunpowder when he came to America. With his father and older brother Victor, he hoped to set up a colony in which Frenchmen like himself could start life anew. While he was hunting one day, his gun misfired when he tried to shoot a bird. At this point his thoughts turned back to his youthful experience of powdermaking, when he had been apprenticed to the famed French chemist, Antoine Lavoisier. He made his decision that day. He was sure he could produce better gunpowder, and he began to assemble capital for the first powder mills.

As you know our company prospered and, as more and more gunpowder was produced, it naturally produced more and more records. The lack of modern typewriters and office equipment must have kept business on a simpler scale, for the owners apparently had no real record problem — at least we find little mention of it — for the first hundred years. Then we become aware of a breakdown of records into several classes, such as vouchers, contracts, agreements, patents, and last — and by far the most voluminous — correspondence. This correspondence began to be broken down into a multitude of subjects and became a potpourri of great complexity. It seems to me, however, that from the correspondence we have gained the most facts of historical importance.

To cope with the accumulation, a file room came into being. Later on, company offices became decentralized and, with the variables in operation, many file rooms were required. Further, through the autonomous operation of the various departments, a number of filing systems were set up, which in no way simplified the problem of retrieval.

In 1904 the vast accumulation of files necessitated the relocation of inactive records. Thus the Hall of Records was established — at first in an unoccupied building on company property near the site of the first mills on the Brandywine. By modern standards it was not good; but, though we don't use it for record storage now, we have considered remodeling the interior to permit the installation of shelves.

This building must have filled an important need; for, in spite of concerted efforts of management, we had to construct two additional buildings — one in 1917 and the other in 1919. The record management program during this era seemed to be confined to the

oft repeated plea: "Don't send your record material to the Hall of Records until all activity has gone from them." Another slogan of the program was: "I think that our position is stronger if we can say that we do not destroy any of our records. If we cannot find them we shall at least not be accused of purposely doing away with them."

For 25 years we operated happily on this then-common principle, but then we were forced to construct still another building. It is a 1-story fireproof building containing about an acre of space. We thought it would serve forever, but in 1950 we had reached the point of saturation with inactive files; all buildings were filled. Something had to be done — we needed either a new record center or a new method of housing the records. We selected the second alternative. By using corrugated cartons and steel shelving we were able to compress the records, a total of 140,000 cubic feet, in the newest building and still have storage space for an additional 25,000 cubic feet, all housed compactly in the same building. Along with the rehousing of inactive records, record management came into the picture — that is, administrative control of written material.

A sound record management program will accomplish — among other things — the following:

1. Simplified identification of documents to aid filing.
2. Efficient filing of active records to permit easy accessibility.
3. The transfer of less active records to low cost storage.
4. A uniform retention schedule and the destruction of obsolete records.

It is in the fourth accomplishment that I believe the archivist and the record manager can benefit by a closer alliance. Much literature has been produced since World War II proclaiming the merits of record control, recordkeeping, file systems, paper control, form control, retention schedules, and so on ad infinitum. Much of the drum-beating in this connection, particularly that which is directed toward disposal, is done with an eye to profit. Prompt record disposal can save money, and anyone who can show a businessman how to make a saving will be rewarded. Less literature — at best a very little — has been directed toward making the businessman see the need for retaining records that may be of historic interest. I am not familiar with any literature that, while recognizing that saving records costs money, presents a case for spending today's dollars to protect business records that may be of value 50 or 100 years from now.

How is the record manager to know what the historian of the future will consider important? I don't say that you archivists can

know, either, but I do say that you should be in a better position to guess. Your education and experience with the past fits you better to predict the future in this respect. I have yet to see a document that tells the record manager how to identify historical records in the retention schedule he develops. We also seem to fall short in our liaison contacts with the archivists and historians, in that information regarding our records is not disseminated to them. In the Du Pont Company we have not established record management as such — primarily because of our departmental setup and the autonomy of the departments. There are industrial, auxiliary, and administrative departments — each operating as an almost separate entity and each using file systems and record controls tailored to fit its individual operations. The various departments send their inactive records to the Hall of Records promptly and thus free valuable office space. Once the records are in the hall, they are indexed by title, year, and contents to permit ready reference. For our index we use the actual storage list, which is prepared by the originating department. In our particular case, we find it desirable to use the indexing system currently used by the department transmitting the records. We don't try to make the records and record titles conform to a special index for the record center.

For many years we have used a retention schedule in connection with all records. We are now preparing a new schedule, and in determining retention periods we give consideration to the length of time the records are required as work papers and the period during which they must be retained to meet legal requirements. In a few instances we have considered history. As an example, records dealing with our effort during World War II are retained as historical.

We record managers are primarily businessmen, who pursue efficiency and economy. In so doing, we undoubtedly destroy records now obsolete that in 50 or 100 years could well be the missing pieces in the puzzle from which our history must be reconstructed. Such records as our chemists' notebooks, formulae, employee history record cards, and a few others are retained permanently — in total they amount to about 5 percent of the records we produce. Are we destroying records of historical value? There are probably records of importance among those we throw away, but we have no way of knowing. Perhaps this is where the experience of archivists could help us.

Many record disposal systems are based on automatic destruction of a record when it has attained a certain age. We do not believe

that we can in 1958 establish a retention period, of, say, 30 years, for a record and be certain in 1988 that the record should be automatically destroyed without review simply because of a decision made 30 years earlier. No Du Pont Company records are, or ever have been, destroyed automatically because they have reached a certain age. When they attain the agreed age a complete review is undertaken. In our company this review is made by the originating department, the Treasurer's Department, and the Legal Department, final authorization for destruction being given by the Secretary's Department. All must concur before a record can be destroyed. This system cannot guarantee that nothing of historical importance will be destroyed, but it does afford a series of checks by responsible officials and it guards against the thoughtless destruction of valuable material.

The magnitude of the problem can be illustrated by our experience — and we are just one company of many thousands. During the first 7 months of 1958 we have reviewed 37,000 cubic feet of records to select those that could be destroyed and segregate those we wished to retain either for their value to the going business or for their future value. At least, we are trying.

It would be presumptuous for me to evaluate the importance of the record manager to the archivist, but I do think there is much to be gained by our relations, particularly if we trust and confide in each other. We must recognize each other's problems, respect each other's ability and judgment, and refrain from either condemning or patronizing. If we can do this I assure you that there will be a strong alliance between us. Remember that the archivists who follow you will be working with records that we are accumulating. You tell us what they will need, and I promise that we'll try our best to protect it for them.

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Writings on Archives, Current Records, and Historical Manuscripts, June 1957-May 1958: Part 2

By GRACE QUIMBY¹

National Archives

PART 2 of this annual bibliography lists items published in countries other than the United States. It is highly selective in view of the international bibliography appearing annually in *Archivum*. Certain items dated before June 1957 but not available for examination earlier are included. Other titles, not yet examined, will be included in the list next year. Volume VI (1956) and VII (1957) of *Archivum*, although published in the latter part of 1958, are analyzed in this bibliography in order to include the two parts of the international list of "publications parues en 1954, 1955 et 1956."

The bibliography is classified broadly by subject, with the same arrangement as in Part 1. In four sections — III A, III B, VII B, and VII C — for United States material, no titles are listed in Part 2. An outline of the headings used for the combined bibliography precedes the list. The compiler is indebted to JoAnn C. Campbell for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion
 - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

¹ Miss Quimby is Librarian of the National Archives and a member of the Society's Committee on Bibliography.

- A. General Discussion
- B. United States in General and Federal Government
- C. State and Local
- D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

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Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Public Papers of the Presidents of the United States, Dwight D. Eisenhower, 1957; Containing the Public Messages, Speeches, and Statements of the President, January 1 to December 31, 1957, comp. by the Federal Register Division, National Archives and Records Service. (Washington, U. S. Government Printing Office, 1958. 939 p. \$6.75.)

This is the first volume of an annual series begun in response to a recommendation of the National Historical Publications Commission. The series will serve a most useful purpose in bringing together for ready reference the public papers of the Presidents, beginning with 1957. The authorized scope of the volumes is stated in the rules governing publication as follows:

The basic text of the volumes shall consist of oral utterances by the President or of writings subscribed by him. All materials selected for inclusion under these criteria must also be in the public domain by virtue of White House press releases or otherwise.

Documents are arranged in chronological order without regard to subject, but the use of the material is facilitated by a list of items and an index of subjects and persons mentioned.

The editors have wisely decided to keep the volumes within reasonable size and number by omitting certain documents that have little historical value or that are readily available elsewhere. A guide to much of this material is given in appendixes listing White House press releases, Presidential documents published in the *Federal Register*, and Presidential reports to Congress.

Some other documents might well be omitted and covered merely by reference to official published sources. Such are veto messages and memoranda of disapproval for private bills, which in most cases have little general public interest. These relate chiefly to bills for relief of individuals. The *Congressional Record* could be cited for such documents.

A few items included seem rather trivial for printing as official papers and are of little or no interest from the standpoint of public policy. Examples of these are the President's remarks on his arrival at Old Colony House, Newport, and his letter regarding the Eisenhower cracker barrel presented to the Augusta National Golf Club by George Humphrey.

A class of Presidential papers that are not covered in this publication but that might well be included are the remarks of newly appointed Ambassadors to the United States upon the presentation of their credentials to the President and the President's replies. Though these are largely ceremonial in nature they are at times significant. The texts of the remarks are generally released by the Department of State.

In looking over the papers in this volume one is impressed by the wide range

of subjects, big and little, foreign and domestic, with which the President must deal. It may be assumed, however, that the large majority of the papers are drafted by Presidential aides and that signing by the President, in many cases, is pretty much a matter of routine.

The papers most revealing of the President's own personality and thinking are the minutes of his press conferences, of which 25 are recorded in this volume, covering about 328 of the 853 pages of actual documentation. The subjects covered include such matters of international interest as nuclear tests and other defense problems; the crisis in the Near East; relations with the Soviet Union and with Communist China; and domestic issues regarding economic conditions, the farm program, the budget, Federal aid to education, civil rights (with special attention to desegregation of the schools and the Little Rock affair), succession in case of disability of the President, and various other political questions.

A matter of some difficulty, which deserves exploration, is the possibility of printing additional important documents that are not made public currently but that could appropriately be declassified for inclusion in the official record for the year. If this should prove feasible, it would greatly add to the value of the series by making available papers of real historic interest, access to which might otherwise have to await the researches of historians in Presidential libraries many years hence. The rules as to scope would seem to allow this, as the President certainly has full authority to declassify any Presidential document.

The legal provisions for this series provide for authorization of the publication of similar volumes covering specific calendar years before 1957. It is to be hoped that the Administrative Committee, in consultation with the National Historical Publications Commission, will authorize such publication of earlier records.

E. R. PERKINS

Department of State

In Support of Clio; Essays in Memory of Herbert A. Kellar, ed. by William B. Hesseltine and Donald R. McNeil (Madison, State Historical Society of Wisconsin, 1958. 214 p. \$5.)

That Herbert A. Kellar is deserving a volume of this kind is without question, and in so honoring him the authors not only confer an accolade upon a deserving scholar but open to the reader broad avenues of useful information. The authors set forth in their essays nine fields of endeavor, in most of which Herbert Kellar participated. Although the historical fraternity knew Dr. Kellar as the curator of the McCormick collection, first at Chicago and later at Madison, Wisconsin, he was interested in many movements that would forward the cause of Clio.

David L. Smiley's essay describes Kellar's able support of the Historical Records Survey under the leadership of Luther Evans, where Kellar was particularly interested in a manuscript survey. Lucile M. Kane describes in her essay some of Kellar's adventures in manuscript collecting. G. P. Bauer de-

scribes Kellar's place in the movement for public archives in the United States. George L. Anderson brings to the foreground an explanation of the new "mechanical Messiahs" designed to aid Clio's minions and tells of Kellar's part in their application, especially his role in microfilming British records during World War II. Historians may recall the operations of the Carnegie Institution of Washington, but Richard G. Younger tells of the efforts of other foundations in the historical field. David D. Van Tassel and James A. Tinsley discuss the role of various historical organizations as aids to the Muse and show how Kellar gave impetus to the founding of the American Association for State and Local History. No treatise on agricultural history would be complete without Kellar's part in that movement, and Wayne D. Rasmussen does not slight him in his treatment of the subject. It is always a pleasure to hear from Lester J. Cappon, and his remarks will be a revelation to those historians concerned only with writing and not with editing and publishing. Edward P. Alexander, who can speak of historical restoration with authority, expounds this subject and discusses Kellar's reconstitution of the McCormick grist mill at Walnut Grove, Virginia.

Each essay is accompanied by a bibliography, and this your reviewer applauds; but that a five-dollar book of only 214 pages has no index is a matter to be regretted.

RICHARD G. WOOD

Vermont Historical Society

Library of Congress, Reference Department, Manuscript Division. *Booker T. Washington; a Register of His Papers in the Library of Congress*. (Washington, 1958. 105 p. Processed. 80¢.)

It was announced in the *Information Bulletin* of the Library of Congress for July 21, 1958 (vol. 17, no. 29, p. 1), that: "Thirteen registers of manuscript collections (totaling 316 pages) were prepared for reader service; four were published, four awaited publication, and five were typed. Drafted were 17 other registers, totaling approximately 280 pages." The four published registers referred to were of the papers of Booker T. Washington (no. 1, 105 p., 80¢), Emory Scott Land (no. 2, 7 p., 30¢), Wendell Berge (no. 3, 12 p., 30¢), and Charles Joseph Bonaparte (no. 4, 20 p., 30¢). In format, all these processed pamphlets are uniform; all have identical prefaces; and together they represent the first publication of the Manuscript Division's registers, which were described by Katharine E. Brand in the *American Archivist* (Apr. 1953 and Jan. 1955). In a general way the register method of describing massive collections of papers, which was frankly borrowed by the Library of Congress from the National Archives, was a contribution of the archivist toward the solution of one of the most frustrating problems that have confronted the librarian. Library manuscript depositories had despaired of piece-by-piece cataloging and calendaring in the face of the size of collections accumulated in the "type-writer age." In the register, an entire collection is treated as a unit, just as a book is on a catalog card; the manuscript curator describes the collection and notes its parts (series), just as the cataloger handles a single title, forgoing the

labor of chapter-by-chapter or page-by-page subject analysis. Scholars are well enough served by the register; as a matter of fact, most scholars have never expected curators, archivists, and librarians to do *all* the research for them. By publishing these model registers, the Library of Congress renders a further service to manuscript repositories scattered throughout the United States. With the L. C. registers as models, it will be much easier to attain the standardization needed to follow the preliminary *Rules for Descriptive Cataloging of Collections of Manuscripts* and ultimately to produce a national union catalog of manuscript collections.

But, of course, the Manuscript Division's primary purpose in publishing the *Booker T. Washington Register* was not to help libraries and manuscript depositories in their labors. Rather it was to make known to all scholars the general nature of the material in the papers of Booker T. Washington, some 300,000 items, which were received by the Library of Congress in 1945. The *Register* briefly notes the circumstances of acquisition and warns that literary rights have not been dedicated to the public. The scope of the papers (1882-1942, especially 1900-1915) is summarized by noting on one page their subject matter and the names of principal and well-known correspondents. A biographical sketch or chronological outline of Booker T. Washington's life is then given in three pages. Part IV of the *Register* (100 pages) lists first the 19 series in which the papers have been arranged, giving the container numbers of each series, and then lists the 1,116 containers with a brief identification of the contents of each. The *Register* as a whole is simple, clear, precise, and informative. With this register in hand a scholar in California can easily decide whether he should plan to go to the Library of Congress to search in the Booker T. Washington papers; and, if he decides to go, he will know exactly where to start and what to ask for when he gets there.

Some may wish the *Registers* were printed and bound. This reviewer is delighted that the less expensive format has been selected, keeping the cost down and — more important — expediting publication. If a suggestion is in order, the Manuscript Division might consider reprinting Katharine Brand's two articles on registers as a preliminary number in its series of registers.

ANDREW H. HORN

Occidental College
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Preliminary Inventory of the Records of the Bureau of Agricultural Economics, comp. by Vivian Wiser. (National Archives, *Preliminary Inventory* no. 104; Washington, 1958. vi, 212 p., appendixes. Processed. Free.)

Preliminary Inventory of the Records of the Bureau of Animal Industry, comp. by Harold T. Pinkett. (National Archives, *Preliminary Inventory* no. 106; Washington, 1958. v, 18 p. Processed. Free.)

These inventories are the eleventh and twelfth, respectively, dealing with records originating in the Department of Agriculture. They should be used by administrators concerned with precedent in attempting to solve the farm

problem and by historians giving attention to agriculture, one of the subjects most neglected in the profession.

The inventories under consideration bracket two major aspects of the development of the present-day Department of Agriculture — the establishment of a bureau to carry out long-time research and regulatory activities in a particular scientific area and the establishment of a bureau to carry out research and regulatory activities in the economic area.

The records of the Bureau of the Animal Industry, according to the inventory, amount to 1,146 cubic feet and date from 1887 to 1939. The author gives the location of later and related records. It appears that records of the earliest years of the Bureau are not available. This guide to the records indicates, however, that enough material is available to undertake a definitive history of the Bureau. Although the Bureau was not abolished as a separate agency until 1953, the most recent study of its organization and activities appeared in 1927. It is hoped that the inventory may inspire a new assessment of this major agency.

Work in economics in the Department of Agriculture did not become formalized until 1922, when the Bureau of Agricultural Economics was established. Just as the organization of the Bureau of Animal Industry marked a new approach to scientific and regulatory work, so the organization of the Bureau of Agricultural Economics marked a new approach to the economic problems of the farmer. No new major field of research and regulation in agriculture has been developed since its establishment.

The records of the Bureau of Agricultural Economics described in the inventory amount to 3,012 cubic feet and date from 1912 to 1953. The author indicates the location of related records. The National Archives, working in close cooperation with record management officers in the Department of Agriculture, has ensured the preservation of unusually complete records for this Bureau. The records have been very useful to many historians; the present comprehensive guide will make them even more useful. The author gives a factual history of the Bureau in her introduction, and the notes describing the records are clear and full. The appendixes, which include lists of subjects covered by the major series of records and a comprehensive bibliography, combine to make this inventory an outstanding contribution.

WAYNE C. RASMUSSEN

Agricultural History Society

State Papers of Vermont. Volume Ten. General Petitions, 1793-1796, ed. by Allen Soule. (Montpelier, Vermont, Secretary of State, 1958. xx, 469 p. \$5.)

This is the third volume of "General Petitions" in the series of the *State Papers of Vermont*. The earlier volumes covered the periods 1778-87 and 1788-92. Although the term "petitions" seems to imply little, there is much of interest here to historians and other scholars. In the formative period of Vermont statehood, as in the early days of the English parliament, the right of petition was paramount and made every man equal before the law. In this vol-

ume we find the aggrieved, the unfortunate, the disgruntled, the ambitious, and even the fighter for human rights and public betterment exhibiting their facts and their logic. Along with each petition goes a statement of conditions; and this, though perhaps a bit distorted from a factual point of view, is the stuff of social history. The editor has supplied appropriate notes that tell the fate of the petitions, thus giving a key to legislation.

From the preface we learn that over a quarter of the petitions deal with matters of communication — requests for a land tax to support the building of roads and bridges and their repair, for rights to build toll bridges or to operate ferries and stage routes, and for lotteries to raise funds for such purposes. These petitions are important in showing how serious was the need in new areas, where the poor settlers were willing to tax themselves to obtain means of communication. Other petitions deal with court matters, permission to sell the lands of deceased persons, the adjustment of town lines, and costs in suits and prosecutions. Here, too, are requests for indemnity for the care of indigents (usually "foreigners"). Then there was the matter of State printing, which the struggling newspapers sought to monopolize or to share as a very necessary means of support.

Economic conditions are revealed in petitions to set up locks in the Ottawa-Quebec River, to establish a gristmill, to subsidize a post rider, and even to obtain a 30-year monopoly in the mining of gold and silver. Schools and libraries sought support, as did religious groups. A lottery was proposed to erect a meeting house. Finally, we have an eloquent appeal against supporting ministers of the gospel by taxes. Citing Locke, Isaac Watts, and Thomas Paine, the signers of this petition upheld the freedom of religion and the separation of church and state. Surely this is a cross section of social history.

The volume has a pleasing format, is well printed, and includes a good index. It is a valuable addition to the official publications of Vermont.

MILTON W. HAMILTON

*Division of Archives and History
New York State*

Guide to Special Collections in the Library of the University of California at Los Angeles. (UCLA Library Occasional Paper no. 7; Los Angeles, University of California Library, 1958. 86 p. Processed.)

This *Guide* is another reminder of the speed with which UCLA is catching up with Berkeley. In some areas the UCLA Library is now well within hailing distance of its elder partner — not a Bancroft in the manuscript field, of course, but already possessing a wealth of important and unique material and growing at a rapid rate.

The library founded its department of special collections a dozen years ago to care for "unusual and valuable library materials." The *Guide* was produced to establish a means of control superior to the "ability of a single person to remember the assembled riches." Compiled by James V. Mink, this handy, streamlined finding aid points the way to use and service of the department's 299 collections in accordance with a broad but explicit divisional arrangement.

The divisions are history; literature; bibliography, printing, and the book trade; the arts; philosophy and religion; science and engineering; pictorial materials; maps; and the university's archives and history. The *Guide* lists the collections within the divisions in alphabetical order, specifies the date span, number of pieces, and donor's name, and indicates in a necessarily sketchy way something of the contents. As to size, the collections range from two letters, a reel of microfilm, and a single journal, to 500,000 pieces of business papers and the 10,000-volume Sadleir collection of nineteenth-century fiction.

The arrangement and classification of the department's holdings show the procedures of library and archives coming together and overlapping. First there is "arbitrary" segregation of materials from the general library, more the librarian's than the archivist's method. On the other hand, the "group" is the structural concept of the collections; most of the collections were brought in readymade, a few have been assembled in the department; some are "closed," others "open." The staff has kept "rearrangement" to a minimum and, for the most part, has preserved group "integrity." The *Guide*, however, includes a comprehensive index to names.

As a primary-control and first-study device, the *Guide* appears well enough constructed to increase considerably the practical worth of the department.

W. N. DAVIS, JR.

California State Archives

The Southeast in Early Maps, With an Annotated Check List of Printed and Manuscript Regional and Local Maps of Southeastern North America During the Colonial Period, by William P. Cumming. (Princeton University Press, 1958. ix, 275 p., 67 plates. \$12.50.)

"This is a study of the historical cartography of the southeastern region of the North American continent before the American Revolution. It attempts to analyze the manuscripts and printed maps of that area, showing the expansion of geographical knowledge through the periods of discovery and colonization, and at times relates these maps to other primary documents of the period" (p. vi). This significant contribution to the historical cartography of North America is a product of more than 20 years of research in and visits to a large number of archives, libraries, and other depositories in the United States and in two European countries. The final product does justice to the long effort, and the Princeton University Press and the Meriden Gravure Co. have combined to produce a first-rate book.

The volume is divided into three principal parts: (1) "The Early Historical Cartography of Southeastern North America: An Introductory Essay," (2) "Reproductions [and descriptions] of [representative] Maps," and (3) "List of Maps of the Southeast during the Colonial Period." Dr. Cumming's "Introductory Essay" brings together for the first time a wealth of information as highlights in the history of the mapping of the Southeast. This essay is especially helpful because of its voluminous footnotes and the three appendixes of references. The second part is a descriptive list and photoreproductions of 67 representative maps arranged in chronological order to cover the period. The

reproductions are unusually clear and legible, considering the great reduction of many of them. The third part, which comprises more than half of the volume, is a detailed, annotated description of 450 different maps, arranged as nearly as possible in chronological order, presumably by date of publication or issue. Each descriptive entry generally includes: title tag, title, size, scale, wherein published, etc., inset, description, references, reproductions, and the depositories in which copies may be located. The descriptions are very detailed and perhaps should be characterized as commentaries. The references, which include a great deal of information and reflect the large amount of research done by the author, are very helpful.

This reviewer is surprised to note that the author makes only one reference to maps in the National Archives (p. 202); and that is to a photostat of the Moseley map of 1733, which he saw in the Map Division of the Library of Congress. This is a shortcoming because there are in the Archives several hundred maps, some manuscript, that would be of particular interest to him. For example there are seven different editions or versions of John Mitchell's map of the British Colonies in North America, 1755, which the author characterizes (p. 47) as "politically and historically, if not cartographically, . . . the most important in American history," and which he describes in detail as map 203 in his descriptive list (p. 223-224). These editions of the Mitchell map are priceless records since they were submitted as evidence with the several treaties between the United States and Great Britain.

It is, of course, inevitable that in a work of such magnitude a few errors of fact will have slipped in. For example the author on page 63 (footnote 4) records that the U. S. Coast Survey was organized in 1807 and began publishing charts soon after. The Coast Survey did not become an active map-publishing agency until the 1840's. The author's statement on page 63 (footnote 4) that the cartographic method of De Brahm and Romans "did not change until aerial surveying became practical" is far too sweeping a statement and does not bear up in the face of thousands of cartographic records in the National Archives that prove the contrary. The nineteenth century witnessed a considerable improvement in the precision and detail with which topographic and other maps were made; and there was great improvement in the medium of presentation, achieved through the use of the copying camera, color overprinting, the establishment of a detailed national geodetic network, the development of a generally acceptable set of standard symbols for showing terrain features, and the use of contours in showing relief on topographic maps.

This publication is a major contribution to the history of the cartography of the southeastern United States, and it is an excellent example of painstaking research and professional competence in the special field of cartocataloging.

HERMAN R. FRIIS

National Archives

"I. Actes du III^e Congrès International des Archives (Florence, 25-29 septembre 1956)." "II. Bâtiments d'archives." "III. Bibliographie." *Archivum; Revue Internationale des Archives*, publiée sous les auspices de l'UNESCO et du Conseil International des Archives, vol. 6, 1956. (Paris, Presses Universitaires de France, 1958. vii, 282 p., illus. 1,000 fr.)

Rassegna degli Archivi di Stato; fascicolo dedicato al III Congresso Internazionale degli Archivi (Firenze, 25-29 settembre 1956), vol. 16, no. 3, settembre-dicembre 1956. (Roma, Libreria dello Stato, Istituto Poligrafico dello Stato, 1956. [ii, 242] p., illus. 300 l. it.)

The Society of American Archivists at its 1956 meeting in Washington heard a report by Robert H. Bahmer on the Third International Congress of Archivists and has had an opportunity to study the paper based on that report published in the *American Archivist* (Apr. 1957). The impatient member of the American archival profession, who in these critical times may have considered himself entitled to receive immediate and detailed accounts of the proceedings, possibly regretted Dr. Bahmer's disinclination to summarize the contents of the principal reports but might have supposed, with him, that they would "in time be published in *Archivum*, together with abstracts of the comments made on them during the sessions."

If the International Congress is to have effective results, three conditions must prevail: (1) the archivists attending but not actively participating must be provided with an opportunity to register at once their opinions on the subjects discussed; (2) the archival profession as a whole, worldwide, must take immediate cognizance of the deliberations; and (3) the profession of a given country must discover, as soon as possible, the extent and nature of its own representation. Since these conditions cannot exist in the absence of disseminated reports, the volume of *Archivum* that is one of the subjects of this review is both hailed for its appearance and deplored for its tardiness.

The issue of the Italian *Rassegna degli Archivi di Stato* devoted to the Third Congress, although published almost 2 years before the volume of *Archivum* under review, affords an appropriate opportunity for comparison. Both journals print the reports upon which the oral interventions of the three working sessions were based — "New Installations of Archives," by Ingvar Andersson (Sweden); "The Selection of Archives for Permanent Preservation," by J. H. Collingridge (England); and "Private Archives," by Riccardo Filangieri (Italy). *Archivum* renders the first two of these articles in English and the third in French, with no abstracts in other languages, while *Rassegna degli Archivi di Stato* gives them all in Italian. The remarks of archivists intervening during the working sessions are abstracted (in French only) in *Archivum*; they do not appear at all in *Rassegna degli Archivi di Stato* except with respect to the Italian delegation, whose remarks are printed in full. Taking advantage of the earlier appearance of the Italian journal, *Archivum* cites *Rassegna degli Archivi di Stato* and thus avoids printing the inaugural address by Fernando Tambroni, the Italian Minister of the Interior, and the greetings extended on behalf of Italian archivists by the president of the Congress, Count Filangieri.

The serious student of this Congress must therefore be forewarned that the proceedings as published in *Archivum* may not be complete enough for his purpose. The *Rassegna degli Archivi di Stato* names as having spoken or intervened, in the course of the three working sessions, eight delegates whose remarks, inexplicably, are not abstracted in *Archivum*. These were, at the first session (on new installations), Ines Torreblanca (Spain) and Robert Henri Bautier (France); at the second session (on disposition), Vicente Salavert (Spain), V. M. Chvostov and G. A. Belov (U. S. S. R.), and R. H. Bahmer (United States); and, at the third session (on private archives), Marc André Fabre (France) and Guedrghe Ungureanu (Rumania). Although, regrettably, the Italian publication contains no abstracts of the remarks made by delegates foreign to Italy, its list of speakers is seen now to have a usefulness beyond that intended. In contrast, however, *Archivum* abstracts the remarks of seven interveners whose names are not listed in the *Rassegna degli Archivi di Stato*. These are, for the first session, W. Winckler (Germany) and Kjartan Sveinsson (Iceland); for the second session, David L. Evans (England), Gaetano Ramacciotti (Italy), and M. I. Paraschiv (Rumania); and, for the third session, Etienne Sabbe (Belgium) and, again, Gaetano Ramacciotti. Mr. Evans had also read the report of Mr. Collingridge, who did not attend. Neither journal contains a list of the delegates attending or of the countries represented; but the Italian publication includes a good panoramic photograph and other views of the Congress and its activities, in which many in attendance may be identified.

In view of Dr. Bahmer's impression, in his summary for the Society of American Archivists, that on the whole the practices of the United States "were accurately set forth, except perhaps in the third report on private archives," an examination of that report is illuminating. *Rassegna degli Archivi di Stato* prints the questionnaire used by Count Filangieri to collect data for his report, which is organized generally to correspond with the grouping of questions put to the participating countries. Among the topics covered are (1) definition of the term "private archives," (2) legislation, (3) public interest and utilization, (4) alienation, (5) relinquishment to government, (6) arrangement and disposition, and (7) publication. As rendered by *Rassegna degli Archivi di Stato*, the report specifically includes the United States among democratic nations outside of Europe that give wide latitude to the meaning of "private archives," extending it to describe not only personal archives but archives of families; of banking, insurance, welfare, and cultural institutions; of religious bodies; and of business. The version (in French) appearing 2 years later in *Archivum*, omits specific reference to the United States but by implication includes it among the *pays à régime démocratique, hors d'Europe*. Elsewhere in his report Count Filangieri refers to the absence in the United States of legislation pertaining to private archives, except as affecting the papers of high officials; its leaving the care of private archives to private initiative; the influence, beginning about 1930, of the Historical Manuscripts Commission of the American Historical Association; the publication of inventories of private papers, the most important being those produced by the Works Projects Administration; the current activities of the

National Historical Publications Commission; the frequent acquisition of private archives by the Government and by public institutions such as libraries, of which the Library of Congress is the notable example; and the lack of legal restrictions on the transfer of ownership, the exportation, and the publication of private archives.

Archivum annexes to the proceedings (1) the text of the intervention by Lisa Kaiser (Germany), as a commentary on the Collingridge report, concerning the "Selection of Statistical Primary Material"; (2) the statement by Roger Ellis on the work of the British Records Association for private archives; and (3) a statement prepared for the Congress by UNESCO to show its activities in behalf of archives. With respect to the last, the Italian delegate Nicolò Rodolico, at the closing session, criticized the inadequacy and imprecision, so far as archives are concerned, of the "Convention for the Protection of Cultural Property in the Event of Armed Conflict," concluded at The Hague on May 14, 1954. It should be significant to those who study the work of the Congress that *Archivum* reports merely as a *proposal* Rodolico's motion (*ordine del giorno*), but *Rassegna degli Archivi di Stato* reports it as having been approved (*che è stato approvato*) by the delegates. This motion I translate (from the Italian) as follows: "The Third International Archival Congress expresses the hope that, in the superior interest of culture, the archival heritage of every country may be respected by the belligerents, and that it may not in any case be considered spoils of war."

The Italian contribution to the Third Congress, as befitted the host nation, was considerable. The presentation, in this number of *Rassegna degli Archivi di Stato*, of the full texts of the remarks of each of Italy's speakers amounts virtually to a handbook of new archival experiences and ideas. The breadth of the solidarity of Italian archivists thus revealed is impressive. Sig. Carbone's discussion of disinfecting processes is a valuable addition in that area; and the provocative questions raised by Sigi. Giordano, Lombardo, Loddò-Canepa, and Speranze on the criteria for disposition and preservation touch the roots of archival doctrine. The Italians show also an enviable appreciation of archival work outside their country, as demonstrated by Elio Lodolini's presentation, on behalf of the Comisión de Historia del Instituto Panamericano de Geografía e Historia, of information on structures housing archives in Latin American countries other than the Dominican Republic and Venezuela, which had been covered in Dr. Andersson's report. If there could now be forthcoming similar compilations of the contributions of other important national delegations to the Third Congress, its benefits could be shared by archivists throughout the world.

The second section of *Archivum* contains five papers, most of them not previously printed, on archival buildings and their construction, supplemented as appropriate by abstracts in English, French, and Spanish. T. R. Schellenberg's paper, "American Archival Buildings," is an informative and useful statement of recommended and acceptable practices; it makes important distinctions between the requirements of archival buildings and record center structures. A paper by Sam. Hedar is concerned primarily with engineering

problems of construction; and one by Georg Winter discusses the influence that the archivist can exert on the architect. Notes by Ivor Collis on modern archival buildings in England, Wales, and Northern Ireland, and a detailed survey by Michel Duchein of archival buildings in the departments of France (showing many photographs and building plans) complete this section.

To supplement bibliographies published in volumes 2, 3, and 4, this volume of *Archivum* contains the *Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives*, 1954-56. Since the listing of foreign archival publications in the annual bibliography compiled under the auspices of the Committee on Bibliography of the Society of American Archivists is necessarily selective, the bringing of the international bibliography at least through 1956 fills an essential need. Because they differ in organization, criteria for selection, and related fields of coverage, the continuation of both bibliographies is to be encouraged.

KEN MUNDEN

National Archives

Fundación John Boulton. *Informe de Actividades y Proyectos*. (Caracas, 1958. 49 p., illus.)

This small volume is a report on the program and activities of the Fundación John Boulton of Venezuela, which was established in 1950 to carry on scientific investigations and has directed its energies in the first instance to dealing with "archivalia." The first project was the acquisition of microfilm copies of records in the National Archive of Colombia relating to Venezuela for the years 1810 to 1831.

The first part of the report, dealing with the mission to Bogotá, gives details regarding the mission's object and extent as well as the methods it used in locating the materials and acquiring copies, which have been transferred to microcards. Although copies were secured from various sections of the Colombian Archive, they have been organized by the Fundación into what is termed "The Venezuelan section of the Archive of Colombia and its organization in Caracas." The details of the designations placed on the copies and a full description of the system of classification devised for them are presented. It may be added that the location of all documents in the Colombian Archive is given. This appears to be a most useful and ingenious arrangement for materials proceeding from so many groups.

The second part gives an account of the purchase of papers of Sir Robert Ker Porter, an English diplomat who spent much time in Venezuela during the early days of the republic. It indicates the character and amount of the materials and points out their importance for Venezuelan history.

The final part explains the proposed program of publication. The plan includes critical editions of unpublished documents, papers from the archive of Gen. José Antonio Páez, and a twelfth volume of the Letters of Bolívar. The report includes reproductions of numerous interesting documents. The Fundación John Boulton is to be congratulated on its achievements thus far,

and those interested in Venezuelan history will wish it every success in its program for the future.

ROSCOE R. HILL

Washington, D. C.

Inventário dos Documentos Relativos ao Brasil, existentes na Biblioteca Nacional de Lisboa. In *Anais da Biblioteca Nacional*, vol. 75. (Rio de Janeiro, 1957. 358 p.)

The National Library at Lisbon contains many documents relating to the history of Brazil. The National Library at Rio de Janeiro has secured index cards of many of these documents, and in this issue of its *Anais* (vol. 75) has published a calendar of those from the royal chanceries of the several kings covering the years 1534 to 1692, the great majority of the items being for the seventeenth century.

Many of the entries are of letters and give dates, places, and names of writers and recipients but no indication of subject matter. The other documents include royal orders; letters patent, giving appointments and grants of land; charters; licenses for various purposes but especially for sending ships to Brazil and for collecting debts; confirmations of grants; and many other items. For these groups all data as to dates, persons, places and subject are given. The location of each item in the collections of the library at Lisbon is given. The calendar serves a most useful purpose, revealing the wealth of documentation in Lisbon, and it is thus a valuable contribution to Brazilian historical studies.

ROSCOE R. HILL

Washington, D. C.

"First Conference on Business Records: The Records Requirements of Industry," by H. R. Mathys; "Business Records and the Archivist," by Rupert C. Jarvis. (*Aslib Proceedings*, 9:155-176; London, June 1957). "The Work of the Business Archives Council," by R. S. Sayers; "Business Records and the Historian," by J. Simmons. (*Aslib Proceedings*, 9:193-207; London, July 1957).

"Second Conference on Business Records: The Records to be Kept for Business Purposes," by E. W. Ivey; "Business Records for the Historian," by J. W. Blake. (*Aslib Proceedings*, 10:211-226; London, Sept. 1958). "Preservation of Records: Staffing, Storage and Costs," by S. A. Tasker; "Record Offices and Record Services in England," by Roger Ellis; "Record Repositories in Great Britain: Their Use," by B. R. Crick. (*Aslib Proceedings*, 10:235-250; London, Oct. 1958).

The Association of Special Libraries and Information Bureaux of Great Britain is to be congratulated for sponsoring these conferences on business records and for publishing the addresses delivered. Something of the scope of the conferences can be gained from the titles of the papers, and further identification of the speakers reveals how many interested groups were represented. Thus, the problems of business firms in relation to records were presented, at

the first conference, by H. R. Mathys, Director, Courtaulds, Ltd.; and, at the second, by E. W. Ivey, The Wellcome Foundation, Ltd., and S. A. Tasker, Unilever, Ltd. Mr. Ivey was the only speaker to suggest wholesale destruction, and the subsequent discussion brought out that he was referring mainly to routine or housekeeping records. The interests of the historian and archivist were ably presented by R. C. Jarvis of the Society of Archivists and J. Simmons of the University of Leicester, at the first conference; and by J. W. Blake of the University College of North Staffordshire at the second. What may be called the "where-to-turn-for-aid approach" was covered at both conferences by the remaining speakers; they discussed the contributions being made by local archivists, the Business Archives Council, and the British Records Association.

Besides learning of the present status of business records in Great Britain, the reader may note certain details of interest. For instance, Tasker found that 8 percent of the available office space at Unilever was taken up by records; Ivey recommended microfilming if records were to be kept 5 years; Tasker extended that period to 9 to 11 years. A few general impressions also arise from reading these talks. One is that the speakers appreciated the importance of having able persons work on the filing and weeding of records; another, that it is possible to develop a "feeling" for records — for what is significant and what is not. A few obstacles, which might perhaps be met more often in England than here, were suggested by B. R. Crick, who represented the survey of sources for American studies in Great Britain and Ireland. He advised against excessive emphasis on secrecy and exclusiveness and put in a plea for the opening of some records less than a hundred years old.

The discussion following each session is also printed, and this seems a useful practice. At the end of the first conference, Sir Hilary Jenkinson made extensive remarks about the need for further consideration of problems and for greater cooperation.

ROBERT W. LOVETT

Baker Library
Harvard University

Aufbau und Aufgaben des Stadtarchivs Zürich; ein Bericht, von Hans Waser. (Kleine Schriften des Stadtarchivs Zürich, Achtes Heft, Zürich, Buchdruckerei Berichthaus Zürich, 1958. 35 p.)

Since 1951 the City Archives of Zurich, Switzerland, has been publishing a series of archival writings designated as *Kleine Schriften*. The publication here reviewed, no. 8 in the series, was prepared by Hans Waser, the City Archivist.

In this publication, Dr. Waser discusses the general nature of the city archives, their protection and arrangement, the preparation of descriptive aids, the problem of an ever-mounting volume of records, and the program of supplementing the archives by accessioning related materials.

The city archives are divided into 10 groups according to provenance or character of the records. Among these groups are the following:

Urkunden of the city and of individual real estate properties, covering the years 853 to 1958.

Records of the Gemeinskammer, Stadtrat, and municipality, beginning in 1798.

Pre-Helvetian archives, excluding the *Urkunden*.

Records of various city offices.

Archives of 19 suburbs before they merged with the city of Zurich.

88 special collections, including records of the Fraumünster Abbey (going back to 883

A. D.), the Zurich theater archives, and records of many different private associations. Plans and picture archives.

Parish registers, census lists, citizens rolls, genealogy tables, etc.

The archives of the city are housed principally on the fourth floor and in the attic of the city hall. Since the building is not fireproof, the City Archives has taken all kinds of practical measures to protect the records. In addition, as a security measure, the microfilming of certain important records has been undertaken. To date, 440,000 exposures have been made.

In the archival arrangement of records Dr. Waser adheres primarily to the principle of provenance, although he justifies, under certain circumstances, observing the principle of pertinency (putting together, from several registries, documents that are similar in content or subject).

To cope with the flood of documents and the shortage of record storage space, the City Archives advocates a variety of measures: constant attention to the destruction of valueless records, especially while they are with the agency of origin; keeping permanent documents separate from temporary ones while they are being created; resorting to microfilming if it is not too expensive; working out efficient storage systems and erecting compact archival buildings; and establishing intermediate archival depots. Dr. Waser pays tribute to Theodore Schellenberg's contributions in the appraisal field.

To enhance its archival holdings, the City Archives has been carrying out a program of accessioning related documentary materials. In this connection, it has established a library containing writings on the history of the city and canton, communal politics, genealogy and heraldry, and local institutions and families. The City Archives has also a collection of 20,000 seals of the eighteenth and nineteenth centuries, and it procures contemporary *Kleinliteratur* — that is, political posters, pamphlets, biographies of prominent citizens of Zurich, and annual reports and periodicals of commercial and cultural associations.

The appendix of the publication prints the administrative and archival regulations issued by the City Archives on March 25 and 31, 1949.

PHILIP P. BROWER

National Archives

Les Archives de Yougoslavie, rédaction Olga Jelisavetov, Igor Karaman, Jovan Marjanović, Sergije Vilfan; direction technique Dušan Papadopolos. (Belgrade, Imprimerie "Kultura," [1956]. 35 p., illus.)

In this guide to archives in Yugoslavia, a wealth of condensed information on the essential facets of the subject is made available to the reader who is not familiar with the variety of languages spoken by the peoples of that country. Yugoslavia, now a federation of six republics, looks back on a complex and tempestuous history, in the course of which the country's various nations followed their own historical development, often under the domination of foreign

powers. This fact explains why many of Yugoslavia's documents of the past were written not only in the native languages, but also in Italian, Turkish, and German.

The introduction to the guide points out that even in earlier times much attention was paid to archival documentation of the history of these peoples. For instance, the noted historian Ivan Kukuljević was appointed chief archivist for Croatia and Slovenia in 1848, and Mihailo Gavrilović served as first director of the State Archives of Serbia from 1900 to 1911. The Slovenian poet, Anton Aškerc, occupied for some time the position of City Archivist of Ljubljana.

In the period following World War II the organization of archives underwent substantial changes in Yugoslavia, and much of the booklet under discussion is devoted to a survey of those changes. Early in 1945 a federal law formulated the principle that the organization and preservation of archival resources was a responsibility of the government. Subsequently, legislation was passed by the federal government and the governments of the constituent republics to carry out this general principle.

The first part of the guide presents in brief the major aspects of present-day archival affairs in Yugoslavia. It deals with the legislation underlying the organization of archival resources, the systems and administration of archives, and the professional association, publications, and training of archivists. It also treats such operational matters as buildings and equipment, budgets, classification of archival materials, microfilming facilities, conservation, and restoration.

The main kinds of current archival repositories in Yugoslavia are given: the Federal Archives, which house primarily documents pertaining to the whole of Yugoslavia; republic archives, located in the respective capitals of the republics; regional archives; archives of the Institute for Military History; war archives, in the Museums of National Liberation; archives of academies of sciences; and archives for local history.

The second part of the guide gives a specific listing of the principal archives by federated republics, with brief data on the establishment of the archives and the characteristics of the resources in their custody.

The guide further contains illustrations of several archives buildings and of outstanding materials held by them, as well as a map showing their location. The survey was sponsored by the Federation of Societies of Archivists in the People's Republic of Yugoslavia.

PAUL L. HORECKY

Library of Congress

Indian Historical Records Commission. *Proceedings of the Thirty-First Session, Mysore, January 1955*. Vol. 31, part 1. (New Delhi, Albion Press, n.d., 169 p.)

National Archives of India. *Index to the Foreign and Political Department Records. Vol. I, 1756-1780*. (New Delhi, Manager of Publications, Government of India, 1957. xii, 548 p. Rs. 15 or 23s. 6d.)

The reports of the annual sessions of the Indian Historical Records Commission continue to show the encouraging progress being made in such matters

as the provision of greater facilities for research students in the National Archives; the microfilming of materials for Indian history in the British Museum, the Bibliothèque Nationale, and the Algemeen Rijksarchief; and the search for historical treasures among privately owned manuscripts, especially the records of mercantile firms that have long been associated with India. It is perhaps a welcome sign that so many students are consulting the national records that more seating accommodation must be provided for them, but it is somewhat alarming that there still seem to be some restrictions on pre-1901 records. These discussions in 1955, however, indicate that such restrictions are in process of removal. The volume contains less information than usual about the progress of the search for historical records in private hands, perhaps because of the space (45 pages) devoted to the description of the truly remarkable exhibition of historical documents from every part of India brought together at Mysore on the occasion of this session. The exhibition mingled the very old with the very recent — the Mysore Department of Archaeology's lithic records side by side with the National Ministry of Defence's maps and photographs of World War II campaigns in Assam, Burma, Italy, and North Africa.

The appearance of the first in the series of indexes to the Foreign and Political Department records in the National Archives will be welcomed by all students of India's modern history. This is a very comprehensive index, the product of much painstaking labor. It covers the Bengal Select Committee, 1756-62 and 1765-74; the Secret and Separate Department, 1761-62 and 1773-74; the Secret Department, 1763-65 and 1768-80; and the Secret Department of Inspection, 1770 and 1778. The citation by dates will make the index of value to students working among the former India Office records in London as well as to those working in New Delhi.

HOLDEN FURBER

University of Pennsylvania

- Archives Report for 1950.* ([Accra, Gold Coast], 1951. 6 p. Typed.)
Archives Report for 1951. ([Accra, Gold Coast], 1952. 2 p. Typed.)
3rd Archives Report, 1952. ([Accra, Gold Coast], 1953. 9 p. Processed.)
4th Annual Report on the National Archives, 1953. ([Accra, Gold Coast], 1954. 4 p. Photostated.)
Government Archives Office, Fifth Annual Report, 1954. (Accra, Gold Coast, 1955. 7 p. Processed.)
Sixth Annual Report on the National Archives, 1955. (Accra, Gold Coast, Government Printer, 1956. 16 p.)
Seventh Annual Report on the National Archives, 1956. (Accra, Gold Coast, Government Printer, 1957. 9 p.)

The National Archives of now-independent Ghana was originally established in 1950 as the Government Archives Office of the British colony of the Gold Coast. These reports, all prepared by J. M. Akita, the founding archivist, cover mainly the institution's formative early years, before the passage late in 1955 of the colony's first organic archives law.

The problems encountered by the Archives Office during its first years were

typical: unsuitable quarters; inadequate space and equipment; lack of trained personnel; the scattered, disordered, and physically deteriorated state of many of the noncurrent records; and, perhaps most serious of all, the inadequate authority of the Government Archivist to inspect or control the disposition of public records.

Despite a delay of almost 6 years before such authority was granted by the Gold Coast legislature, Mr. Akita and his staff made considerable progress in solving some of the problems that faced him at the outset and in developing both the archival establishment and its holdings. Throughout the period the Archives Office was housed in cramped temporary quarters, but a site for a permanent building was finally acquired in 1955. Because of the shortage of trained personnel the professional staff was held to two (the Archivist and his assistant, who were trained abroad), clerical personnel was used for routine archival operations, and local undergraduates were employed during summer months to supplement the regular staff.

Accessioning was hampered by lack of space and inspection authority, but the Archives Office nevertheless succeeded in taking into its custody what appear to be sizable quantities (although footages are not given in the reports) of the records of the Secretariat at Accra, the legislature, the courts, and the regional and district offices. Some of these records date from the eighteenth century. In accordance with his objective of preserving "all written matter . . . bearing on the history of the country," Mr. Akita did not limit himself to public records; he also acquired the papers of private persons and organizations (such as churches and missionary groups). When outright acquisition was not feasible, he borrowed and photographed private records. Similarly microcopies of documents relating to the Gold Coast in European archives were ordered.

Within the limits of available personnel the arrangement and physical condition of accessioned records were much improved. Records were grouped by class (for instance, ADM. 1, Original Correspondence; ADM. 5, Sessional Papers; ADM. 10, Treaties; and SC. 6, Private Papers of John Sarbah, Merchant) and were listed individually thereunder for control and finding purposes. So great was the problem of physical deterioration in the country's tropical climate that almost from the beginning more than half of the Archives personnel (22 of a staff of 38 in 1955) have been full-time binders and repairers. Although Mr. Akita foresaw the need for controls over record disposal in his first year's work program, little appears to have been accomplished in this area before the passage of the Public Archives Ordinance of 1955.

Probably the greatest accomplishment of the period under review, this organic legislation (based on British and Rhodesian models) had been vigorously promoted by Mr. Akita since 1951. The ordinance, which legally established the National Archives of the Gold Coast, defines "public archives" to include both governmental and private historical materials, empowers the Archivist to examine all records "in the custody of any Government office," requires periodic transfers of such records to the Archives, and authorizes the acquisition of private historical materials or copies thereof by the Archivist. A key provision of the ordinance is that establishing a permanent Committee on Public Archives consisting of the Archivist and representatives of the At-

torney-General, the Auditor-General, and the University College of the Gold Coast. Required "to safeguard the legal, financial and historical interests of the Government in [public] archives," the committee's specific functions are "to examine the requests of Government offices for the destruction and other disposition of such archives" and "to order [their] destruction, temporary or permanent retention, transfer to the National Archives or disposition."

Although these reports cast little light on the origins of the Gold Coast Archives (origins undoubtedly closely linked to the postwar intensification of nationalism in the territory), they document in some detail the rapid progress of the institution during its pioneer years. And between the lines they reveal the vital role played in this development by the energy and vision of the dedicated archivist in charge.

MORRIS RIEGER

National Archives

PUBLICATIONS RECEIVED

- Belgium. Algemeen Rijksarchief. *Inventaris van het archief van de Raad van Beroerten*. Door A. Jamees. Brussel, Museumstraat 1, 1958. 37 p.
- Canada. Public Archives, Manuscript Division. *Preliminary Inventory, Manuscript Group 26, Prime Ministers' Papers*. Ottawa, Edmond Cloutier, 1958. 28 p. 50c.
- Epstein, Fritz T. *German Source Materials in American Libraries*. Milwaukee, Wis., Marquette University Press, 1958. 14 p.
- Great Britain, Public Record Office. *119th Report of the Deputy Keeper of the Records, 1957*. London, Her Majesty's Stationery Office, 1958. 23 p. 1s. 3d. net.
- Louisiana. State Archives and Records Commission. *State of Louisiana, Preliminary Rules and Regulations Relating to the Transfer, Disposition and Duplication of Public Records, Issued in Accordance with Act No. 337 of 1956 (Titles 44: 401-429, but particularly sections 404 and 414)*. Baton Rouge, La., Nov. 1958. 25 p. Processed.
- Massachusetts Historical Society. *The Manuscript Collections of the Massachusetts Historical Society; a Brief Listing*. (M. H. S. Miscellany no. 5). Dec. 1958. 15 p.
- U. S. National Archives. *List of Foreign Service Post Records in the National Archives*. Compiled by Mark G. Eckhoff and Alexander P. Mavro. (Special List no. 9). Washington, 1958. v, 48 p. Processed. Free.
- U. S. National Archives. *Records of the Select Committee of the House of Representatives on Foreign Aid, 1947-48*. Compiled by George P. Perros. (Preliminary Inventory no. 111). Washington, 1958. iii, 8 p. Processed. Free.
- Vermont. Public Records Commission. *Public Records of the State of Vermont, 1955-1956; Biennial Report of the Public Records Commission*. No place, no date. 27 p.

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Record Management, 1860 and 1861; Two Opposing Evaluations

THE following quotations, both concerning records in the Office of the Register of the Treasury Department, have been furnished by Ken Munden of the National Archives.

The papers required by law to be kept on file in this office are so methodically and systematically arranged in the new file room that any paper, voucher, or settlement, can be found with facility and without trouble or delay, and I may say, without exaggeration, that since the foundation of the government the papers on file in the room set apart for such purpose have not been so conveniently and systematically arranged as now. The facility thus afforded to accounting officers, and others requiring reference to the vouchers and papers on file, is a matter of great importance to the operations of all the departments of the government, and more especially the treasury.—Report of F. Bigger, Register of the Treasury Department, to Secretary of the Treasury Howell Cobb, Nov. 27, 1860 (36th Cong., 2d sess., *S. Ex. Doc. 2*).

There is a large number of official books and papers belonging to this office contained in two rooms in the basement, which are in a condition discreditable to the department, and personally annoying every time they come under my notice. They have been during former years thrown indiscriminately together, and are now practically useless for any purpose. These ought to be put in order. Some of the ledgers also in one of the divisions have not been balanced for some years. The services of two temporary clerks, for a period of from eight to twelve months, might be profitably employed in performing this work; and there is a sufficient amount of money, which has accrued in consequence of vacancies in the clerkships, in this office to pay them. With the present force in the office this work cannot be done, and I do not feel authorized to employ others to do it without special directions from you.—Report of L. E. Chittenden, Register of the Treasury Department, to Secretary of the Treasury Salmon P. Chase, Nov. 30, 1861 (37th Cong., 2d sess., *S. Ex. Doc. 2*).

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News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

MINUTES OF THE BUSINESS MEETING

August 19, 1958

The meeting was called to order in the main banquet room of the Hotel Utah at 9:00 p.m. by President William D. Overman, with approximately 107 members in attendance. On motion of Thornton Mitchell, seconded by Sherrod East, it was voted to dispense with reading the minutes of the 1957 annual business meeting and to accept them as published in the January 1958 issue of the *American Archivist*.

The annual financial report, read by Treasurer Leon deValinger, Jr., showed receipts for the year ending June 30, 1958, of \$11,192.68 and expenditures of \$8,161.66. The treasurer's accounts had been postaudited by the committee appointed by President Overman; and the report of audit, by Fred Shelley, chairman, Jesse Boell, and Pierre Burnet, was adopted as read by Council member David Duniway. Mr. deValinger's complete and detailed financial report was then filed with the secretary. His summary annual report and the report of audit were filed with the secretary for publication in the *American Archivist*.

Mrs. Renze gave the secretary's report, and this was also filed for publication.

There being no other reports of officers, the report of the Committee on Resolutions was read by the chairman, Lola Homsher, who concluded by moving adoption of the resolutions and their recording in the minutes. Her motion was seconded by William J. Petersen and was adopted by the Society by voice vote.

The resolutions follow:

Whereas, the late Roger Thomas of the Hall of Records of Maryland was for many years a member of the Society of American Archivists, serving the Society with distinction as secretary through the years 1950-54; and

Whereas, the late Martin Schiller of the Municipal Archives of New York City, a youthful member of the Society, was able and promising in the archival profession, be it

Resolved, that the Society appropriately express deep sorrow to the respective families over these untimely deaths, and be this resolution recorded in the minutes.

Whereas, the Society has enjoyed many courtesies during its 22nd annual meeting held in Salt Lake City, Utah, and has benefited from devoted and diligent leadership during the past year, be it

Resolved, that the Society's secretary shall record in the minutes and shall express in writing the genuine appreciation felt by its members to:

(1) The officers, members, and staff of the Utah State Historical Society, the Genealogical Society of the Church of Latter-day Saints; the National Society of Daughters of Utah Pioneers; the National Society of Sons of Utah Pioneers; the

Nicholas G. Morgan, Sr., Foundation; the University of Utah; and the Church Historian's Office of the Church of Latter-day Saints for their gracious hospitality,

(2) All members of the Committee on Local Arrangements, under the chairmanship of Everett L. Cooley, for the excellent planning of the meetings, social events, and field trips and for other arrangements made for the personal comfort and enjoyment of members and guests,

(3) All members who assisted the Program Committee chairman, Christopher Crittenden, in the planning and execution of a fine and stimulating program,

(4) The general manager and staff of the Hotel Utah for their cooperation in making available its excellent facilities, and

(5) The officers for their diligence and devotion to detail and each of the Council members for his respective contributions, under the distinguished leadership of President William D. Overman, during the past year.

Respectfully submitted,

COMMITTEE ON RESOLUTIONS

Lola M. Homsher, *Chairman*

Nyle H. Miller

Paul O'Brien

William J. Petersen

Thornton Mitchell of the Council next presented the recommendations of the Special Committee (Messrs. Holmes, Cappon, Grover, and Radoff), pursuant to the committee's report to the Council in May 1958 concerning the Waldo Gifford Leland Prize:

1. That in the beginning, at least, the conditions of award of the Waldo Gifford Leland Prize be broadly phrased, leaving much latitude to the committee that must be established to choose the winners; and that this committee should later recommend such limitations as, in the light of its experience and future circumstances, it feels are necessary and wise.

2. That the Waldo Gifford Leland Prize be awarded from the income received from investment of the Society's Waldo Gifford Leland Prize Fund account for "an outstanding published contribution in the field of archival history, theory, or practice." It is further the sense of the committee that outstanding guides, other finding aids, and documentary publications and texts should be included among writings to be considered.

3. That the committee appointed to choose the winning contribution be empowered to pass over any year without making an award if no contribution appears that it feels to be worthy, in which case the committee may the following year make two awards if two publications deserving such recognition should appear; but if the amount of the award is not used the second year, it shall be added to the principal.

4. That a scroll or certificate also be given to the winner as possibly a more appreciated and permanent token than the monetary award.

5. That the award be announced at the annual meeting and be given for some publication of the previous calendar year and that, if any publications of that calendar year have been missed through delays in distribution or for other reasons and consequently have not been considered, they be considered along with publications of the following calendar year for the next award.

6. That the committee to be established be empowered to make the award in the name of the Society and not merely to recommend it to the Council for review and decision.

7. That a committee on the Waldo Gifford Leland Prize be established, to consist of three members appointed by the president of the Society, to serve for 3 years each, except that of the first three appointed, one, to be the first chairman, shall be designated to serve but 1 year and a second, to be chairman the second year, shall be designated to serve but 2 years. After the first year (1958-59) and during the course of the annual

meeting the president will, with Council approval, each year appoint one new member. The senior member each year shall serve as committee chairman.

Mr. Mitchell then filed with the secretary a copy of a formal resolution as follows:

Resolved, that a committee to be known as the Waldo Gifford Leland Prize Committee be incorporated in the Society's committee structure; and be it further

Resolved, that the *ad hoc* committee membership be extended to serve for the first year of operation (1958-59); and be it further

Resolved, that the committee shall be guided by the recommendations adopted by the Council which have just been reported.

On motion of Mr. Mitchell, seconded by Sherrod East, the resolution was adopted unanimously.

In the absence of retiring Council member Morris Radoff, chairman of the Committee on Nominations, his report was read by Dorothy Martin, who served, with Karl L. Trever, as a member of the committee. The candidates proposed for the 1958-59 slate of officers were the following: *President*, Oliver W. Holmes, Washington, D. C.; *Vice President*, Mary G. Bryan, Atlanta, Ga.; *Secretary*, Dolores C. Renze, Denver, Colo.; *Treasurer*, Leon deValinger, Jr., Dover, Del.; and *Council Member*, Herman Kahn, Hyde Park, N. Y.

Mr. Radoff's report on nomination returns reflected a lively and substantial interest on the part of the membership. The committee was pleased to find how strong the sentiment among the membership was for some of the candidates, thus making the committee's task less difficult than it might otherwise have been. A summary of the poll of members follows:

President: Dr. Holmes received 79 percent of the total ballots. The next leading candidate received three ballots.

Vice President: Mary G. Bryan received more than twice as many ballots as the second candidate and five times as many as the third leading candidate. While the vote for Mrs. Bryan was not so large as that for the candidates for other positions, the committee had to consider the fact that there were an unusually large number of candidates, 31 to be exact, who split the ballot for Vice President.

Secretary: Dolores C. Renze was named on 95 percent of the nomination ballots.

Treasurer: Leon deValinger, Jr., polled 90 percent of the nomination ballots. The next leading candidate was named on but two ballots.

Council Member: Herman Kahn was the leading candidate, receiving twice as many votes as the second runner and three times as many as the third candidate.

In view of the fact that a significant number of members had responded with suggestions for candidates, the committee found itself in unanimous agreement with the choices and accordingly on motion of Dorothy Martin, seconded by John Caton, the slate of candidates was accepted without dissent.

President Overman then called for nominations from the floor and, as none were made, there remained but one candidate standing for election to each office. A voice vote was taken, and the secretary cast the ballot to elect the slate of officers presented by the Nominating Committee. Dr. Overman congratulated the new officers and expressed his appreciation of the privilege of serving as president during the past year.

The secretary offered a motion, seconded by Mr. deValinger and concurred

in unanimously by the members, that the names of members elected as Fellows be officially recorded in the minutes.

There being no further business, the meeting was adjourned at 10:15 p.m.

DOLORES C. RENZE, *Secretary*

MINUTES OF THE COUNCIL

August 20, 1958

The first meeting of the 1958-59 Council was called to order at 8:00 a.m. in the president's suite at the Hotel Utah, Salt Lake City, by Oliver W. Holmes, newly elected president. Also present were Mary G. Bryan, vice president; Dolores C. Renze, secretary; Leon deValinger, Jr., treasurer; and David C. Duniway and Thornton W. Mitchell, Council members.

Reading of the minutes of the last Council meeting was dispensed with, although the secretary was asked to read the items of unfinished business held over from the Aug. 17 Council meeting.

The secretary reported that many requests are received from colleges, universities, individuals, and placement groups for information relating to careers in the general field of archives. These have increased enormously since the American Association for State and Local History published its brochure, "Your Job Opportunities With a Historical Agency." The discussion that followed resulted in Mr. deValinger's motion, seconded by Mr. Duniway and approved by the Council, that the secretary be authorized to explore the possibility of preparing a brochure that would more broadly outline career and job opportunities within the archival profession.

A letter from Ernst Posner reported that he and Father Browne plan to attend a meeting in September at Milan, Italy, of the Church Archivists of Italy. The letter was referred to President Holmes, who will convey official greetings to the Church Archivists from the Society of American Archivists, with the request that Dr. Posner and Father Browne present them at the meeting.

President Holmes named Lester Smith of the Buffalo Historical Society (formerly of the National Archives) and Lewis J. Darter of the National Archives and Records Service to serve under Chairman David Duniway, retiring Council member, as the Nominating Committee for 1959.

In the absence of the editor, G. Philip Bauer, a report was given by President Holmes on the proposal by the Waverly Press of Baltimore, Md., relating to publication of the *American Archivist*. The details of the proposal were discussed at length by the Council, which decided that no change in the publisher be made at this time. The Council directed the secretary to inform the Torch Press of the action taken.

Invitations pending for the 1960 annual meeting were reviewed, but no decision was made. The Council hopes to select a date for the meeting that will not conflict with the Stockholm meeting of the International Council on Archives. Further discussion was postponed until the December Council meeting.

A communication was read from Gerald J. Gruman of the History of

Science Department, Harvard University, relating to his editorial in *Science*, June 1958, entitled "Preserving the Stuff of History." Subsequent discussion brought out that the Council concurs in the importance and necessity of preserving source materials for the history of science; it agrees that there is merit in the proposal for a "Commission to Preserve the Papers of American Scientists." It does not, however, subscribe to the principle of establishing a "national history of science archives." Should enough serious interest be shown in the proposal for a commission, the president was authorized to appoint an *ad hoc* committee to join with designated representatives of other interested organizations and institutions to prepare recommendations for more specific action. President Holmes will communicate the Council's position on this subject to Dr. Gruman.

The secretary presented to the Council for consideration the three following recommendations, which had been handed to her before the meeting.

1. Resolution by the Committee on State Records pursuant to recommendations made in the preconference workshop, sponsored jointly by the State Records Committee and the Technical Advisory Committee on Microfilming:

Whereas, It is the consensus of the State Records Committee, Society of American Archivists, that there are many areas where close Federal-State relationships exist; and

Whereas, It is felt that the best interests of the Society can be furthered by the inclusion of a committee on Federal-State relationships in the regular committee structure of the Society; therefore;

Be it resolved, That the Council is hereby urged to adopt this resolution; and, that the president appoint a *six* member committee to consist of a chairman on the Federal level; *one* of the members of the committee to be the Chairman of the State Records Committee; and the remaining *four* members to be *two* on the Federal level and *two* on the State or local level.

The Council deferred specific action on this resolution until the December meeting but expressed general approval of the proposal for setting up such a committee.

2. The second matter related to workshop sessions at future annual meetings. A report sheet for an evaluation of results was distributed at the workshop (at which there were about 60 persons in attendance, representing a good cross-section of the membership and not at all confined to the area of State records). A summary tabulation of the responses showed that there was unanimous belief in the value of such a session; 99 percent felt that workshop sessions should be featured at annual meetings; 68 percent favored the practice of having them scheduled just before the regular meeting; 32 percent favored their incorporation as a part of the regular program. As to workshop content, 50 percent felt that emphasis should be on a few subjects, more thoroughly explored; 30 percent were satisfied with the program of the current workshop; and 20 percent wanted a greater variety of subjects and interests covered.

Comments on organization of the current workshop: Ninety percent thought it was well organized and planned; eight percent thought the morning session was more effective than the afternoon session; two percent thought that the planning was inadequate. A number of suggested improvements in planning and organization were offered and filed with the secretary for future reference.

The group consensus was that a full day is enough for a workshop program. The request for suggestions of subjects for future workshop sessions had excellent response. The ones recurring most often were: new developments and ideas on buildings and equipment; preparation of archives and record legislation; business archives; evaluation principles on fiscal, personnel, and other operating records; record management administration, techniques for counseling agencies on documentation; and records to be preserved on the local levels. General comments on the evaluation reports were to the effect that a syllabus or outline of topics should be distributed before the meeting and that a summary report should be made and distributed afterwards. The comment was made repeatedly that the informality of the workshop and the opportunity for everyone, novice or experienced professional, to be heard or pose a question was invaluable to the less experienced and newer members of the profession.

The idea of experienced members commingling informally with those who are learning the profession received enthusiastic endorsement from the workshop group. The complete survey materials have been filed with the secretary for future reference of workshop planners. A motion by David Duniway, seconded by Thornton Mitchell, that future workshops be considered as an integral part of the annual program and scheduled for the first part of the meeting, was concurred in by the Council.

3. The third recommendation for consideration related to enlisting the Society's support for the adoption of a uniform card record to be used in reporting historical sources on microfilm, as proposed by Richard W. Hale, Jr., editor of the *Guide to Photographed Historical Materials in Canada and the United States*, which is being compiled under the sponsorship of the Committee on Documentary Reproduction of the American Historical Association. Action on this question was deferred until the December Council meeting.

A motion by Mr. Mitchell, seconded by Mrs. Bryan and passed by the Council, adjourned the meeting at 10:00 a.m.

DOLORES C. RENZE, *Secretary*

Since our last reporting, the following have joined the Society as individual members: Adeline R. Beeson, Arlington, Va.; Julian P. Boyd, Princeton University; Virginia L. Close, Norwich, Vt.; Annette F. Cook, Canyon, Tex.; Doris E. Cook, Connecticut State Library; Helen E. Cook, Arlington, Va.; Alice Green, Amarillo, Tex.; Louise Heinze, New York City; James Hindle, Prince Frederick, Md.; George and Mary Ellis Kahler, Alexandria, Va.; Margaret E. Keillor, Salem, Oreg.; Donna May Pearce, Los Angeles; Mrs. John D. Peltz, New York City; E. H. Peterson, Humble Oil & Refining Co., Houston, Tex.; Carl L. Spicer, Franklin D. Roosevelt Library; Opal Thornburg, Earlham College Archives; Dorman H. Winfrey, Texas State Archives; and the following members of the National Archives staff: Arthur Reed Abel, William E. Bigglestone, Charles W. Ellsworth, Jr., and William H. Hernandez, Jr.

New institutional members in the United States include: Deere & Co. Library, Moline, Ill.; Eastern Mennonite College Library, Harrisonburg, Va.; Edison Institute of Technology, Greenfield Village, Dearborn, Mich.; Folger

Shakespeare Library, Washington, D. C.; Kansas State College Library, Manhattan, Kans.; La Grange College Library, Ga.; University of Minnesota Library, Minneapolis; Port of New York Authority; Standard Vacuum Oil Co.; and the U. S. Navy's Vietnam Project Library, San Francisco.

The following members have joined from foreign countries: *Argentina* — Instituto Bibliotecnológico, Buenos Aires; *Canada* — Aluminum Secretariat Library, Montreal, and Vancouver Public Library; *England* — Surrey County Council, Surrey Record Office; *Finland* — Military Archives (Sota-arkisto), Helsinki; and *Svvo-Karjalan* Maakunta-arkisto, Mikkeli; *Honduras* — Ernesto Alvarado García, Archivo Nacional, Tegucigalpa; *India* — Institute of Public Administration, University of Lucknow; and *Sweden* — Bruno Rosenberg, Stockholm.

NATIONAL ARCHIVES AND RECORDS SERVICE

Records recently accessioned by the National Archives include original Federal Government contracts that were filed with the Treasury Department, 1800-1894, and later transferred to the General Accounting Office; case records of the United States Surveyor-General for Arizona relating to private land claims based on Spanish and Mexican land grants in Arizona, 1871-1908; records of the Railroad Division of the Reconstruction Finance Corporation, 1932-57; and general correspondence of the National Bureau of Standards, 1941-45, documenting the Bureau's wartime research programs.

Among recently issued National Archives microfilm publications are Letters Received by the Office of Indian Affairs, 1824-81, from six additional agencies (49 rolls); Population Schedules of the 1820 Census for the State of Georgia (5 rolls); Passenger Lists of Vessels Arriving at New Orleans, 1820-60 (49 rolls); and Letters Received by the Secretary of the Navy From Officers Below the Rank of Commander, 1802-54 (226 rolls).

The National Archives has published two more guides to German records microfilmed at Alexandria, Va.: no. 5, *Miscellaneous German Records Collection* (Part I); and no. 6, *Records of Nazi Cultural and Research Institutions and Records Pertaining to Axis Relations and Interests in the Far East*. The guides were prepared by the American Historical Association's Committee for the Study of War Documents. The microfilm may be consulted at the National Archives and copies of it are available for sale. Additional information about the microfilm and copies of the guides may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

FEDERAL REGISTER DIVISION

The 1956 volume of the new series "Public Papers of the Presidents of the United States" is now on sale at the Office of the Superintendent of Documents for \$7.25. This volume contains transcripts of all the President's news conferences during 1956, his speeches, messages to Congress, and other utterances issued as White House releases. Among other documents the volume includes the President's address accepting nomination, his campaign speeches, and his radio and television remarks after the election victory.

The 1957 volume of the series was released on May 15, 1958, at a cost of \$6.75. The 1958 volume is scheduled for delivery the first week of April 1959.

RECORDS MANAGEMENT DIVISION

The holdings of the Federal record centers in 1958 rose from 3,795,000 cu. ft. to 5,003,000 cu. ft., or 20 percent of all Federal records in existence.

A workshop on record disposition has been developed, using as visual aids a series of color slides, a presentation of flannel-board cards, and a group of exhibits. The participants must work out together several problems illustrating the principles taught, and each must undertake a project to improve record disposition in his agency. A report form is provided on which each participant can describe the results of his project. As a promotional device to explain the values of a record disposition program, the workshop should have as much utility outside the Government as in.

LIBRARY OF CONGRESS

Joseph C. Vance is the new Assistant Chief of the Manuscript Division. The staff of the Presidential Papers Section now consists of Fred Shelley, head; Russell Smith, assistant head; Elizabeth M. Thomas, editor of indexes; and a secretary and 11 arranger-indexers. Under the program for which Congress appropriated \$100,000 last summer, the staff will arrange, index, and microfilm 23 collections of Presidential papers.

The Manuscript Division has acquired a journal, Dec. 3, 1846, to July 17, 1848 (2 vols.), of Whig Congressman Artemas Hale of Massachusetts; 55 more pieces of the correspondence of Maine statesman William Pitt Fessenden; about 300 of the papers, 1869-1905, of Michigan feminist Olivia B. Hall; a group of about 2,000 papers pertaining to Allied Military Government in parts of Italy during World War II; 16,000 papers of the late Marquis James, journalist and biographer; 15,000 papers of Irving Langmuir, chemist; and the manuscripts of 28 poems and several prose works of the contemporary writer John Hall Wheelock. The Leonard P. Ayres papers have been augmented by more than 2,000 pieces, mainly concerned with Ayres' service as an Army statistician.

Four more registers of papers in the Library of Congress are now for sale in the Card Division: James J. Davis (35¢); George Fort Milton (30¢); Theodore Sherman Palmer (35¢); and Charles Pelot Summerall (30¢).

During this Lincoln sesquicentennial year the Library of Congress is making a special effort to collect and retain a full record of sesquicentennial observances. Historical, patriotic, and civic groups may cooperate by informing the Library of celebrations completed or planned, and by forwarding to the Library any commemorative issuances. All communications should be addressed to the Consultant in Lincoln Studies, Library of Congress, Washington 25, D. C.

AMERICAN LITERARY MANUSCRIPTS

Since 1951 a committee of the American literature group of the Modern Language Association has been working on a comprehensive survey of Ameri-

can literary manuscript holdings in libraries. The committee members in 1958 were Ernest Marchand of San Diego State College, H. Dan Piper of the California Institute of Technology, J. Albert Robbins of Indiana University, Herman E. Spivey of the University of Kentucky, and Joseph Jones of the University of Texas. Professor Jones, Department of English, University of Texas, Austin 12, Tex., is the committee chairman, and the committee's files are concentrated at Austin. With the assistance of a grant from the Lilly Endowment of Indianapolis, the committee has employed Fred W. Hanes, a reference librarian from Indiana University, as a traveling representative.

The committee early decided that it would attempt to make a statistical rather than a descriptive report. To facilitate the collecting of data, the committee compiled a mimeographed booklet, *American Authors*, containing the names and dates of death of about 2,000 writers; and this booklet was then circulated to likely depositories with the request that manuscript holdings be checked under the following coded heads: *MS*, manuscripts of creative works; *J*, journals or diaries; *L*, letters written by the author; *C*, letters written to the author; *D*, documents; *MG*, books containing marginalia; *SC*, specially collected and preserved collections; and *X*, attributed but doubtful manuscript material.

By January 1959 the committee had digested its survey findings in a preliminary processed draft, which will be distributed to participating institutions for additions and corrections. The final text for a volume to be entitled *American Literary Manuscripts* should reach the University of Texas Press about June 1, 1959.

NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS

Aided by a grant of \$200,000 from the Council on Library Resources, Inc., the Library of Congress has now begun the long projected national union catalog of manuscript collections. In 1948 the Society of American Archivists and the American Association for State and Local History, on the recommendation of the American Historical Association, established a Joint Committee on Historical Manuscripts to plan for a register of manuscripts. As a matter of practicality, the joint committee concluded that manuscripts would have to be described by group rather than by individual piece; the committee also favored a single national register rather than several regional registers. In 1951 the Library of Congress agreed to become the home of such a register or union catalog.

The idea of the national union catalog of manuscript collections has been endorsed by the American Historical Association, the American Association for State and Local History, the Mississippi Valley Historical Association, the National Historical Publications Commission, and the Society of American Archivists. An advisory committee representing these organizations will assist the Library of Congress.

The Library announced on Dec. 28, 1958, that it will gather the necessary information from manuscript repositories on standard forms or data sheets.

From these reports it will prepare catalog entries and publish catalog cards. Each entry will contain the description and location of a single collection and will list the persons, organizations, places, and subjects primarily represented in it. The printed catalog cards will be sold by the Library.

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

A revised issue of the *Directory of Historical Societies and Agencies in the United States and Canada* will appear in 1959. The new edition will give, for each institution, the name and address of the person to whom official correspondence should be sent, membership data, public hours, publication titles, and a statement of the kind of collections it has. All societies and agencies will be listed by State. The index will provide easy access to information on all organizations of a given class: church-affiliated agencies, ethnic and racial societies, genealogical societies, medical societies, and so forth.

The current officers of the association include: Clifford L. Lord of Columbia University, president; Alexander J. Wall of Old Sturbridge Village, secretary; S. K. Stevens of the Pennsylvania Historical and Museum Commission, treasurer; James H. Rodabaugh of the Ohio Historical Society, association editor; and Bruce Catton, *American Heritage* editor. The four regional vice presidents are: Virginia L. Gambrell, Dallas Historical Society; Willard E. Ireland, the British Columbia Provincial Archives; James C. Olson, University of Nebraska; and Frederick L. Rath, New York State Historical Association. Correspondence should be addressed to Clement M. Silvestro, editor of *History News* and executive secretary, 816 State St., Madison 6, Wis.

The annual dues, heretofore \$2, will be raised to \$3 effective July 1.

TECHNICAL DEVELOPMENTS

On Nov. 17, 1958, the National Science Foundation announced the establishment of a Research Information Center and Advisory Service on Information Processing. The new service, designed to foster closer cooperation among various interests concerned in developing and improving methods for the rapid and efficient handling of large volumes of information, will be operated jointly by the National Science Foundation and the National Bureau of Standards. Inquiries may be addressed to the Research Information Center and Advisory Service on Information Processing, Program for Documentation Research, National Science Foundation, Washington 25, D. C.

On Dec. 12, 1958, the Council on Library Resources, Inc., announced that it was joining with the National Science Foundation to aid the American Institute of Biological Sciences, Washington, D. C., in experimental publication, on 5 in. x 3 in. microcards, of *Wildlife Disease*, quarterly journal of the Wildlife Disease Association. The purpose is "to explore a number of unknowns with respect to the application of microtext techniques to the publication of the results of research." Eventually other microform methods for presenting documentary material in microfacsimile — such as microfilm, microprint, and microfiche — may be tested.

Vernon D. Tate, executive secretary of the National Microfilm Association, and Verner W. Clapp, president of the Council on Library Resources, Inc., announced in February a \$15,000 grant to be expended in three principal ways: (1) to pay part of the individual expenses of key persons selected from various parts of the country to come to the association's annual convention, April 2-4; (2) to assure the assembling of a superior convention exhibit of experimental or unique technical equipment and literature; and (3) to underwrite the production and free distribution to convention registrants and to institutions of a 450-page *Guide to Micro-Reproducing Equipment*, edited by Hubbard W. Ballou of Columbia University Library.

Machine searching of metallurgical literature has been proved feasible after 3 years of a projected 5-year program conducted for the American Society of Metals by the Center for Documentation and Communication Research at Western Reserve University. The society's trustees have increased to \$22,000 annually the grant to Western Reserve's center. The increase will provide for the gradual transition from experimental to operational status of an eventual ASM Metals Information Center.

Folkways Records, 117 West 46th St., New York 36, N. Y., has issued "The Patriot Plan," 15 significant documents from the pre-Revolutionary era in print and in sound. The series is edited by Charles Edward Smith. The oral renditions, on two 12-in. long-playing records, are by Wallace House. The 15 selections start with the Mayflower Compact of 1620 and end with a letter of correspondence from the town of Boston, of 1772.

UNITED NATIONS

A special dispatch printed in the *New York Times* for Nov. 5, 1958, quoted Marjan Stopar-Babsek, acting chief of the United Nations Archive Section, as saying that his office now controls about 6,000 cu. ft. of records, exclusive of some 5,000 cu. ft. deriving from the League of Nations. The section has 85,000 double-faced 16-in. disk recordings of all of the verbatim material that comes out of the General Assembly and its committees as well as what comes out of the councils of the United Nations. M. Stopar-Babsek was born in Yugoslavia. He studied law there and was employed in his country's foreign service before he joined the United Nations staff in 1946.

PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

At the fourth consultation on history of the Pan American Institute of Geography and History, held at Cuenca, Ecuador, Jan. 17-27, 1959, considerable attention was given to archival matters in the American countries. In two meetings of the Committee on Archives several proposals were approved: the holding of a conference of archivists in Washington, D. C., in 1961 to consider some of the basic archival problems of the American countries; the development of training facilities on the South American Continent; a statement of policy in regard to the alienation of records; and the formulation of rules for transcribing and editing historical documents. An *ad hoc* com-

mittee was appointed to arrange for the conference, to develop the training facilities, to obtain approval of the policy declaration in regard to the alienation of records, and to receive comments on the rules for transcribing and editing proposed by the Argentinean archivists. T. R. Schellenberg, Assistant Archivist of the United States, National Archives, who was a member of the United States delegation to the consultation, was made chairman of the *ad hoc* committee.

The declaration of policy regarding alienation approved by the Commission on History reads as follows:

Whereas, public, institutional, and private papers constitute part of the cultural patrimony of every nation, it is the declared policy of the undersigned custodian

(1) that he will collaborate with other custodians of the Western Hemisphere in safeguarding cultural papers;

(2) that he will make known to other custodians of the Western Hemisphere the legal safeguards established by his government to protect cultural papers;

(3) that he will inform the custodians of other countries in the Western Hemisphere of any violations of the legal safeguards established by their countries for the protection of cultural papers, and specifically apprise them of the removal of papers that have been illegally alienated;

(4) that he will not accept for deposit any cultural papers that have been illegally alienated; and

(5) that he will, to the extent of his ability, assist the countries of origin in recovering any cultural papers that have been illegally alienated.

FOREIGN NEWS

Bulgaria

A decree of 1951 setting up the State Archives ended the collecting and preserving of public records by libraries, museums, and monasteries. Between 1952 and 1956 more than 2,300 collections were absorbed into the State Archives, and about a fourth of the newly centralized materials have now been organized for research.

Canada

From June 8 to July 3, 1959, Carleton University in Ottawa, in cooperation with the Public Archives of Canada, will offer a course in archival principles and administration. Lecturers will include W. Kaye Lamb, Dominion Archivist; Lewis A. Thomas, former Saskatchewan Archivist; R. N. Beattie, record manager for the Hydro-Electric Power Commission of Ontario; and George Boyle, former Archivist-Historian of the United Church of Canada. They will be assisted by specialists from the staffs of the Public Archives of Canada, the Public Archives Record Centre, and other Canadian Government departments. The course will cover basic archival techniques, with particular attention to Canadian problems. The tuition fee is \$72. Application forms and answers to queries about the course may be obtained from the Registrar, Carleton University, Ottawa 1, Ontario.

Czechoslovakia

In 1958 the Czechoslovakian Republic's Ministry of Foreign Affairs, jointly with the corresponding U. S. S. R. ministry, published in both Prague and

Moscow *New Documents on the History of Munich*, a selection of papers, Mar.-Sept. 1938, from the Czechoslovak and Soviet archives.

Egypt

William H. Willis, professor of Greek and Latin at the University of Mississippi, points out in the Winter 1958 *Harvard Library Bulletin* that while thousands of Greek papyri that survived in the climate of Egypt have been published, many more thousands await scholarly attention.

France

The importance of thorough research in archival sources is brought out in "The Dilemma of the American Historian of Modern France," an article by David H. Pinkney of the University of Missouri in *French Historical Studies*, vol. 1, no. 1 (North Carolina State College Print Shop, 1958). This issue also contains "A Consular Report From Bordeaux: July, 1863," with an introduction by Carl L. Lokke of the National Archives, Washington, and an article on "Materials for French History in the Newberry Library," prepared by the staff of that Chicago institution.

Bertrand Gille and Didier Ozanam have been chosen by the French Government to direct a small group of historians and archivists in exploring the French sources of Hispanic-American history. Thus far preliminary surveys have extended to the obvious depositories in Paris, but the intention is to cover also French provincial archives and even records in adjacent French-speaking regions, such as Belgium. Although the eventual aim is to publish a substantial inventory, the mimeographed text of the initial studies will first be circulated.

Germany

The leading article in *Archivmitteilungen*, vol. 8, no. 3 (1958), is "Die archivalische Quellenlage zur Erforschung der Geschichte der Novemberrevolution 1918," by Walter Nissen, director of the Merseburg branch of the East German central archives. Since the publication of the article, Herr Nissen has sought asylum in West Germany.

Great Britain

As part of the work of the Survey of Sources for American Studies in the United Kingdom, a research group established in 1956 by the British Association for American Studies and the United States Information Service, a *Guide to Manuscripts Relating to America in Great Britain and Ireland* will be published by the Oxford University Press, probably this year.

In mid-1958 the Somerset Record Office opened its new repository at Oxbridge Road, Taunton. The County Archivist is Ivor P. Collis, F. S. A.

The Library Association, London, has issued as its *Pamphlet* no. 18 a 30-page discussion by Philip Hepworth of "Archives and Manuscripts in Libraries." The pamphlet sells for 5 shillings.

The format of the journal of the British Records Association is being changed for 1959 and the future. Henceforth *Archives* will be larger, in royal octavo, and each volume will have four instead of two numbers.

Greece

The National Library at Athens has among its holdings the archives of the Greek War of Independence (1821), the records of the Philhellenic Committee of London, and the collection of the Greek scholar Constantine Asopius.

The Gennadius Library of the American School of Classical Studies, also in Athens, invites visiting scholars to make use of its sources for the study of medieval and modern Greece.

Italy

The Vatican Archives Center for Historical Research, headed by Martino Giusti, prefect of the Vatican Secret Archives, is receiving the cooperation of archivists and librarians throughout Europe in assembling copies of letters, bulls, and other papal documents created between 1198 and 1417. The center plans to list all papal documents from 1198 to modern times in an "Index of Pontifical Documents." It also plans to publish the documentary texts chronologically in a series of volumes.

Japan

In 1945 the archives of the Japanese Army and Navy ministries, containing materials going back into the 19th century, were brought to the United States. Before the return of these records to Japan last year, some 400,000 pages of selected items were microfilmed on a Ford Foundation grant. The negative and one positive set of the film are now available at the Library of Congress in Washington. Another positive set of the film is in the National Diet Library in Tokyo.

Netherlands

The titles of the collections of Arabic manuscripts in Dutch libraries have been compiled by P. Voorhoeve in a *Handlist of Arabic Manuscripts in the Library of the University of Leiden and Other Collections in the Netherlands* (Leiden, University Library, 1957).

Panama

Documents reproduced by a UNESCO microfilm unit in Panama, Aug. 1957-Feb. 1958, are listed in a 53-page pamphlet that may be had upon request to the Directorate of Fine Arts, Ministry of Education, Panama: *Lista de materiales microfilmados en la Biblioteca nacional, en el Archivo nacional y en la Biblioteca de la Universidad de Panama.*

Rhodesia and Nyasaland

V. W. Hiller, O. B. E., Director of the National Archives of Rhodesia and Nyasaland, retired on Dec. 31, 1958. T. W. Baxter, until then principal archives officer, is the new Director; E. E. Burke is now principal archives officer; and R. W. S. Turner is principal record management officer.

U. S. S. R.

The Central State Archives of the U. S. S. R. Navy is located at 36 Khalturin St., Leningrad. The addresses of some of the principal record of-

fices in Moscow are: Moscow Province Historical Archives, 15 Ogarev St.; U. S. S. R. Central State Military History Archives, 3 Second Bauman St.; and U. S. S. R. Chief Archives Administration, 17 Bolshaya Pirogovskaya St. The last institution is open to searchers from 9:00 to 5:00 daily except Sunday.

Venezuela

The John Boulton Foundation of Caracas is aiding J. Leon Helguera, a professor of history at North Carolina State College, to explore the sources for Venezuelan history in the United States and Canada. The foundation also plans to publish the papers of the South American patriot leaders Francisco de Miranda, Simón Bolívar, Antonio José de Sucre, and José Antonio Páez.

ARIZONA

This spring marks the appearance of a new quarterly journal of history, *Arizona and the West*, edited by John Alexander Carroll. The annual subscription price is \$5, and the publication address is Library 318, University of Arizona, Tucson.

Albert James Diaz' "A Bibliography of Bibliographies Relating to the History and Literature of Arizona and New Mexico," in the *Arizona Quarterly*, Autumn 1958, provides an excellent introduction to the regional records of the Southwest.

CALIFORNIA

A County Hall of Records, having an overall floor space of 415,000 sq. ft. and costing about 11.2 million dollars, will be built at the corner of Temple St. and Broadway in Los Angeles.

The Cave Johnson Coutts collection, ca. 1830-1930, and the David Jacks collection, 1855-1918, containing nearly 100,000 pieces each, have come to the Huntington Library. Other acquisitions of the library include papers of the railroad novelist Frank Spearman; letters, orders, and reports of Gen. Thomas W. Sweeny, a veteran of the Mexican and Civil Wars; and papers of Henry Dalton, a pioneer southern Californian.

Marguerite L. Alstrom, city clerk of Monterey Park and author of a book published by the University of Southern California Press on administrative analysis techniques, explains in the January 1959 issue of *American City* how she keeps municipal council minutes.

COLORADO

The second meeting of the Denver Interagency Records Conference for the 1958-59 season occurred on Nov. 19, 1958. Edward G. Campbell, regional director for Region 3, National Archives and Records Service, spoke on "The Workshop Approach."

The Air Reserve Records Center plans to install between May and October what will be the largest electronic brain (RCA 501) in the Denver area. The machine will be rented at \$20,000 a month.

CONNECTICUT

A 61-volume collection of Greek manuscripts, including 50 volumes from the library of Sir Thomas Phillipps, has been presented to Yale University by the Jacob Ziskind Charitable Trust of Boston, Mass.

Robert E. Metzdorf, a member of the Yale University Library staff since 1952, has been named to the newly created post of Yale University archivist. According to the *New York Times*, the materials in his custody will consist of the official papers of the university, the official papers of appointees of the Yale Corporation, and other materials relating to Yale's operation and development. The archives are housed in the Sterling Memorial Library. In January Mr. Metzdorf was appointed editor of the *Papers* of the Bibliographical Society of America.

Jerry Patterson of the Yale University Library published in the June 1958 issue of the *Inter-American Review of Bibliography* a list of Yale's manuscripts significant for the national period of South America. James T. Babb's talk at the Los Angeles convention of the Manuscript Society, "Manuscripts at Yale," is published in the Fall 1958 issue of *Manuscripts*.

DELAWARE

Information about the 1959-61 Winterthur program in early American culture, sponsored jointly by the Henry Francis du Pont Winterthur Museum and the University of Delaware, may be obtained by addressing the Coordinator, Winterthur Program, University of Delaware, Newark, Del.

DISTRICT OF COLUMBIA

The 73d annual meeting of the American Historical Association convened at the Mayflower Hotel in Washington, Dec. 28-30, 1958. The program included several sessions of interest to archivists and record managers. The now customary luncheon session of the Society of American Archivists was held on the opening day. The SAA president, Oliver W. Holmes of the National Archives, presided; and Julian P. Boyd of Princeton University, editor of the Jefferson Papers, read a paper entitled "Reflections on the Case of the William Clark Papers." On the second day Robert B. Eckles of Purdue University served as chairman of a session devoted to the implications of photocopy and microfilm for the scholar. W. Kaye Lamb of the Public Archives of Canada discussed "The Scholar and His Use of Microfilm"; Richard W. Hale, Jr., of Boston University told of progress on the "Guide to Photographed Historical Materials"; and Verner W. Clapp, president of the Council on Library Resources, provided stimulating comment. On the final day the AHA's joint session with the Conference Group for Central European History, under the chairmanship of Oron J. Hale of the University of Virginia, dealt with the documenting of Central European history. Paul R. Sweet, U. S. editor-in-chief of the *Documents on German Foreign Policy, 1918-1945*, discussed his project; Gerhard Weinberg of the University of Kentucky spoke on the "Nazi

Party and Military Records"; and Friedrich Engel-Janosi of the Catholic University of America described "The Habsburg Archives."

Shortly after the opening of Congress in January 1959, the United Press International reported that the chairman of the Senate Constitutional Rights Subcommittee, Sen. Thomas C. Hennings, Jr., of Missouri, would sponsor legislation better defining Government papers and documents (presumably current materials) that are open to public inspection.

Ernst Posner, past president of the Society of American Archivists, has resumed his teaching at the American University after almost a year abroad under a Fulbright grant. Much of his time was spent in Rome and other Italian centers, but a grant from the Guggenheim Foundation enabled him to visit archives in Portugal, Spain, and Germany. In Germany he gave a brief series of lectures at the Marburg School of Archives.

Members of the Manuscript Society from Maryland, Virginia, and the District of Columbia met at the Woodrow Wilson room in the Library of Congress on Jan. 17, 1959, and formed a regional chapter of the society. The following men were elected regional officers: president, John S. Mayfield, Bethesda, Md.; vice president, B. Floyd Flickinger, Baltimore, Md.; and secretary, Herbert H. Fockler, Silver Spring, Md. The chapter plans to meet quarterly.

To assist scholars and others interested in naval research, the Naval History Division, Office of the Chief of Naval Operations, Washington 25, D. C., has published a 7-page *Brief Guide to U. S. Naval History Sources in the Washington, D. C., Area*.

HAWAII

Gov. William F. Quinn has authorized the Public Archives of Hawaii to inaugurate a record disposal program in the Territorial departments. It is planned to inventory and schedule the records in all offices. James Odell of the Federal Records Center in San Francisco has been lent to the Territory for 2 months to help set up the program. Agnes C. Conrad, Archivist for the Territory, reports that Elizabeth Wray, assistant archivist, is working with Mr. Odell and will supervise the continuation of the program. The Archives is interested not only in the destruction of useless records and the transfer of records of permanent value but also in determining the need for a centralized microfilming program and a record storage center.

ILLINOIS

The State Historical Library acquired during 1958 a number of Civil War diaries and manuscripts. To the 2,000 manuscripts, 1840-87, of Nathaniel P. Banks already at the library, there have recently been added 116 letters pertaining to his career before and after the war.

The Southern Illinois University Library with the aid of the Southern Illinois University Foundation has acquired the important Croessmann collection of James Joyce materials.

INDIANA

State Archivist Margaret Pierson reports that all State offices and institutions have been directed to present inventory lists of records on file in their offices and storage areas. Many records are being destroyed on authority granted by the Commission on Public Records. Those of historical value are being transferred to the State Archives.

KANSAS

The Kansas State Historical Society has acquired the original field notes of John C. McCoy's survey of the Cherokee lands, 1836-37; the diaries of Thomas A. Bone, 1877-81; and letters and papers of Dr. Franklin L. Crane, an early settler of Topeka. The society has received, through gift from the Wyoming Historical and Geological Society of Wilkes-Barre, Pa., a body of military papers of Cavalry Capt. C. S. Bowman, who was a disbursing and ordnance officer in Kansas during the Civil War.

KENTUCKY

Jacqueline P. Bull of the University of Kentucky writes on "The Archivist-Librarian" in the July 1958 issue of the *Newsletter* of the Association of American Library Schools.

LOUISIANA

The State Archives and Records Commission, John C. L. Andreassen, Director, has issued *Preliminary Rules and Regulations Relating to the Transfer, Retention and Duplication of Public Records*, a 24-p. processed pamphlet.

The Louisiana Historical Association, 929 Camp St., New Orleans, is now issuing a monthly *News Letter*. The chairman of the association's publication committee is William R. Hogan, head of the department of history at Tulane University. The archives and record committee chairman is Louis E. Newman, 822 Perdido St., New Orleans.

A feature of the Southern administrators conference of the American Society for Public Administration, held in New Orleans last fall, was a consideration of the type of records that the future historian may have to use.

The theme of the second annual genealogical institute at Louisiana State University, Jan. 9-10, 1959, was Louisiana records. Mrs. John P. Chilton of Baton Rouge served as general chairman. Preston Moore, an associate professor of history at L. S. U., gave a talk on the records of Louisiana in the Archives of the Indies; Vergil L. Bedsole, head of the university's department of archives and manuscripts, told about French records of Louisiana; Mrs. G. H. L. Dunigan discussed State records in the National Archives; and John C. L. Andreassen addressed a dinner audience on Louisiana's archival program. In a panel on research in Louisiana records Mary Elizabeth Sanders spoke about colonial records, E. Russ Williams gave hints about the exploitation of Federal records and parish and municipal records, and Mrs. Gilbert Fletcher discussed the research possibilities of other records.

MAINE

Both political parties appear to favor "right to know" legislation in Maine. Democratic Governor Clauson mentioned in his inaugural address of Jan. 9, 1959, the desirability of assuring public access to public records and meetings. A dispatch from Augusta to the *Boston Herald* declared a few days later that the State senate Republican majority leader, Allen Woodcock, Jr., would sponsor a bill designed to attain this end.

MASSACHUSETTS

The manuscript diary of Thomas Newell, recording Boston events of 1773-74, was found recently by a 13-year old boy in an abandoned building in East Boston. The diary has been restored to the rare book section of the Boston Public Library, from which it had been missing for about 38 years.

A brief up-to-date listing of the manuscript collections of the Massachusetts Historical Society is published as *M. H. S. Miscellany* no. 5 (Dec. 1958; 15 p.).

The literary executor of Louise Imogen Guiney, Boston poet and scholar, has presented the main collection of Miss Guiney's manuscripts, notebooks, and letters to the Dinand Library of Holy Cross College, Worcester.

The American Academy of Arts and Sciences has deposited at the Houghton Library of Harvard University a collection of heterogeneous weather observations, 1774-1865.

Lawrence W. Towner, editor of the *William and Mary Quarterly* and associate professor at the College of William and Mary in charge of graduate studies in history, will serve as acting director of the sixth annual summer institute on historical and archival management, cosponsored by Radcliffe College and the department of history of Harvard University, June 29 to August 7. For details about the course, inquiries should be sent to Dr. Towner, Institute on Historical and Archival Management, 10 Garden St., Cambridge 38, Mass.

MICHIGAN

The Horatio Seymour papers in the Burton Historical Collection, Detroit Public Library, are described by Dorothy V. Martin of the Burton staff in "Archives of an Albany Family," in the July 1958 issue of *New York History*.

Michigan State University has acquired the more than 100,000 manuscripts of the Douglas C. McMurtrie collection, which deals with printing and the history of printing.

MISSOURI

The January 1959 issue of the Concordia Historical Institute's quarterly magazine contains a guide to the institute's microfilm collection and a report on its filming activities. The inside back cover gives the names and addresses of the district archivists and historians who represent the institute in this Hemisphere.

On Nov. 21, 1958, the General Services Administration in Washington, D. C., announced that a contract had been let for the construction of a 1½-story building with about 488,000 sq. ft. of floor space, to house the Federal record center at St. Louis. The expenditure of some \$7,085,000 for the purpose was approved by Congress last year.

NEW HAMPSHIRE

A symposium on European libraries, archives, and research centers was held as part of the thirteenth annual Northern New England historical conference at Dartmouth College last October.

State Senator Edward J. Bennett of Bristol introduced a "right to know" bill into the New Hampshire Legislature on Jan. 14, 1959. The legislation is intended to guarantee public access to information about meetings and records of governmental boards and agencies.

NEW JERSEY

Roger H. McDonough, Director of the Division of the State Library, Archives, and History of New Jersey, participated in the program of the assembly of State librarians held at the Library of Congress in November 1958. He described the development of the services his division renders to the legislators of New Jersey.

Rutgers University Library has recently acquired over a hundred items signed by New Jersey justices and governors and about a thousand papers, ca. 1767-1854, of the Williams family of Michigan.

NEW MEXICO

New Mexico has no State Archives. When eight neglected old volumes, several of them court minutes of the third quarter of the 19th century, came to the attention of District Court Judge John B. McManus, he had them turned over to the University of New Mexico. The university librarian, David Otis Kelley, has placed them in the Coronado room in the library's division of special collections, of which Ronald De Waal is librarian.

NEW YORK

Sidney Forman, archivist and historian at the United States Military Academy since 1946, has succeeded Col. William J. Morton, Jr., in the post of Academy librarian.

The Association of Records Executives and Administrators (AREA), at its annual meeting on Nov. 19, 1958, elected officers for 1959: Robert W. Humphrey, New York Stock Exchange, president; Norman L. Gullifer, New Jersey Bell Telephone Co., vice president; and Vincent A. Nunziato, Chemical Corn Exchange Bank, secretary-treasurer. Under the chairmanship of Norman L. Gullifer, AREA's second annual record management conference will be held at the Hotel Commodore, New York City, on Friday, May 8, 1959. The regular AREA meetings are held on the second Wednesday in each month in

the Winthrop room of the Roger Smith Hotel, 47th St. and Lexington Ave., New York City.

Henry J. Browne, former archivist at the Catholic University of America and onetime secretary of the Society of American Archivists, has returned from Italy. Father Browne is now professor of history at Cathedral College, 555 West End Ave., New York City.

OHIO

Vault space for manuscripts and storage space for newspapers will be provided in the basement of a 3-story stack building to be erected this year in the rear of the addition now being built at the Western Reserve Historical Society headquarters in Cleveland. This April, when the Society for French Historical Studies meets in Cleveland, the delegates will visit the Western Reserve Historical Society to see its Norton Napoleon collection.

OKLAHOMA

Ivie E. Cadenhead, Jr., associate professor of history at the University of Texas, has published in the *Hispanic American Historical Review*, August 1958, a checklist of the part of the G. R. G. Conway papers that are held by the Thomas Gilcrease Institute of American History and Art in Tulsa.

PENNSYLVANIA

The John Dabney Shane collection — some 5,000 pieces relating in part to Philadelphia and Pennsylvania but chiefly to Presbyterian activities, 1785-1850, in Ohio, Indiana, Illinois, Kentucky, and Tennessee — is now available for research at the Presbyterian Historical Society, 520 Witherspoon Bldg., Philadelphia 7.

A long, informative article on "Public Records in County Courthouses," by Martha B. Curtis, appeared in the July 1958 issue of *Pennsylvania History*. Formerly director of the State's Bureau of Land Records, Department of Internal Affairs, Harrisburg, the author is now regional consultant on county records for the Remington Rand Division of Sperry Rand Corp.

The Pennsylvania Historical and Museum Commission has undertaken to arrange and have microfilmed some 3,500 pieces of the correspondence, chiefly 1853-76, of Simon Cameron. The papers are in the Historical Society of Dauphin County, Harrisburg.

At Pennsylvania State University, where Ralph McComb is librarian and archivist, the post of curator of Pennsylvania historical collections has been created. The first incumbent is Wallace F. Workmaster, formerly on the staff of the Pennsylvania Historical and Museum Commission.

Charles W. David, director of the Longwood Library at Kennett Square, Pa., near Wilmington, Del., has announced that library's sponsorship of a proposed edition of selected Civil War correspondence of Rear-Adm. Samuel Francis du Pont, to be prepared by Rear-Adm. John D. Hayes, U. S. N. (Ret.), 1970 Fairfax Rd., Annapolis, Md. Du Pont commanded the South

Atlantic Blockading Squadron and led the memorable naval attack against Charleston in 1863. Though most of his letters are included in the large collection of Du Pont family papers now at Longwood, Admiral Hayes and Dr. David welcome communications from anyone knowing of extant materials elsewhere, particularly letters from Du Pont to his fellow officers.

Shortly after Charles E. Hughes, Jr., became City Archivist in Philadelphia he found some records "in a dusty pile in a corner of one of the offices of the Department of Streets." They turned out to be handwritten copies, 200 years old, of original records of early Pennsylvania real estate — the "Warrants and Surveys of the Province of Pennsylvania, 1682-1739." The material has now been laminated by W. J. Barrow of Richmond, Va., and bound in 9 large volumes.

TENNESSEE

James E. Pike of the restoration and reproduction division, Tennessee State Library and Archives, hopes to have reproduced on film by January 1960 every extant issue of any newspaper printed in the State.

The Epworth Press, London, England, and the Abingdon Press, Nashville, Tenn., have jointly published in 3 volumes *The Journal and Letters of Francis Asbury*, Elmer T. Clark, editor-in-chief. The undertaking is one of the projects that has had the active encouragement of the National Historical Publications Commission.

TEXAS

The collection of frontier books and manuscripts assembled by the late Roy W. Aldrich is now at Sul Ross College in Alpine.

Bill Alcorn, commissioner of the General Land Office of Texas, outlines present research opportunities in the records there in the October 1958 issue of the *Southwestern Historical Quarterly*.

Dorman H. Winfrey was appointed State Archivist on Aug. 1, 1958. Previously he had been a research associate with the University of Texas division of research in Texas history and the Texas State Historical Association. Work is scheduled to begin in Austin early in 1959 on the new State Archives building.

The San Jacinto Museum of History has acquired 43 manuscript letters from the personal papers of Sam Houston and 167 pamphlets and other items from the libraries of William Fairfax Gray and Peter W. Gray, father and son prominent in early Texas affairs.

UTAH

For \$1 the Utah State Historical Society, 603 E. South Temple St., Salt Lake City 2, will furnish a copy of the January 1959 issue of the *Utah Historical Quarterly*. In it are five of the speeches delivered last August at the joint convention in Salt Lake City of the Society of American Archivists and the American Association for State and Local History: John W. Caughey's

"Toward an Understanding of the West," George D. Clyde's "History of Irrigation in Utah," Marshall N. Dana's "Reclamation, Its Influence and Impact on the History of the West," Paul Jones's "Reclamation and the Indian," and William Mulder's "The Mormons in American History."

VERMONT

Last summer, in anticipation of a move of the U. S. District Court clerk's office into a new Federal building under construction on Pearl St., Burlington, the clerk's records received special scrutiny. Items over 85 years old and worth retaining will be transferred to the Federal record center at Dorchester, Mass.

Governor Stafford's budget message of Jan. 20, 1959, recommended suspending the publication of Vermont's series of *State Papers*. Editor Allen Soule has in preparation what, if it appears in print, will be the eleventh volume since 1918. Mr. Soule is also about half through indexing 82 volumes of manuscript State papers.

In a report to the legislature by the Vermont Public Records Commission, Director Olney W. Hill has proposed that a record center be set up in the basement of the National Life Insurance Co. building, a 5-story structure already bought by the State for \$850,000. The structure is diagonally across the street from the Statehouse in Montpelier. There is a possibility, too, that the Vermont Historical Society may be accommodated in the newly acquired premises when the original owners have completely vacated them.

Richard G. Wood of Montpelier, director of the Vermont Historical Society, has been named by Governor Johnson to head Vermont's Civil War Centennial Committee.

WISCONSIN

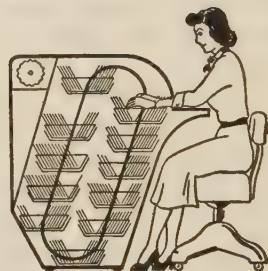
The late Herbert A. Kellar, who directed the McCormick Historical Association in Chicago for 36 years and thereafter the McCormick collection at the State Historical Society of Wisconsin from 1951 to his death in 1955, has been posthumously honored by the volume *In Support of Clio*, reviewed in this issue of our quarterly. Another assurance that he will be remembered is the acquisition by the State Historical Society of Kellar's papers, pamphlets, and books — the Herbert A. Kellar collection, which includes some three dozen filing drawers of manuscripts and his personal correspondence, 1910-55. A notable supplement to the McCormick collection is the Mrs. Emmons Blaine collection, filling 84 four-drawer legal size file cases, and consisting chiefly of manuscripts of Cyrus McCormick's daughter Anita, who married a son of James G. Blaine. These and other accessions are publicized in the Summer 1958 issue of the *Wisconsin Magazine of History*.

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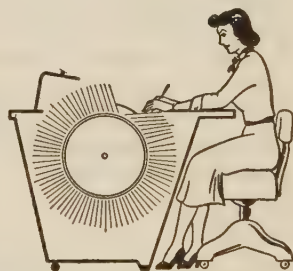
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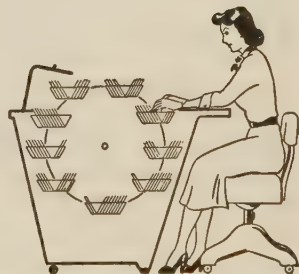
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Some Archival Legislation of the British Commonwealth

By E. E. BURKE *

National Archives of Rhodesia and Nyasaland

THIS survey is not intended to cover the archival legislation of all Commonwealth countries. Enough is included, however, to give a general picture of the way in which this legislation has evolved; all the significant evidence is exhibited.

After examining some 20 or 30 acts one begins to wonder why legislation for the conduct of an archives service is necessary at all. Certainly it is the common practice to seek statutory authority, but there are a number of cases of well established services operating without it. Indeed it has been quite usual at the initiation of a service for it to run for a number of years with no act behind it; the legislation follows later. On the other hand at least one of the Commonwealth governments has legislation with no service.

It would seem that, fundamentally, the approval of the legislature is necessary for two things that an archives service needs — the financing of its existence and the conferment of powers and duties on its chief officer. A third reason for the intervention of a parliament may occur if the transfer of court records is contemplated. This was of importance in the first British act, that of England in 1838. Its whole machinery was designed for the records of the ancient Chancery of England. The necessity of preserving the proper custody of court records and of making sure that no rights of the individual were abrogated by transfer to the new Public Record Office was paramount.

The first idea of the French revolutionaries was to burn the documentary relics of feudalism; it was only on second thought that the great French National Archives was established to preserve the rights of individuals. Here archives became linked with an emergent nationalism, and this same linkage has become evident in the rising countries of the Commonwealth. Archives serve effectively, and with a measure of greatness, as a focus of national consciousness. Examples might be given of their misuse for this purpose, but not within the Commonwealth. The creed of the im-

* The author is Principal Archives Officer of the Archives of Rhodesia and Nyasaland.

partiality and inviolability of archives is an inheritance of the Anglo-Saxon world, one which is a part of the greater inheritance of the laws and proper use of evidence.

In the East, India, Ceylon, and Mauritius were among the first parts of the Commonwealth to have archival institutions, that of Mauritius indeed being an acquisition from France; but the first archival legislation in the Commonwealth overseas from England was that of Canada in 1912. It was the ancestor of all the archives legislation outside England; simple, direct, and owing really very little to the London model.

When the Union of South Africa first appointed a Chief Archivist he was sent on a tour of Europe and North America. South Africa's act of 1922 — the next in the Commonwealth — owed much to Canada. Thirteen years later the South African act was in turn a model for Southern Rhodesia, and the Rhodesian act was used as an example for that of Ghana in 1955.

All these acts as first passed were essentially simple. They did little more than establish a repository, appoint a chief officer, and define his powers and duties. But with changing ideas of the nature of the service that should be given by an archives and with further responsibilities added by administrative fiat, the legislation has had to be amended and in the process has become more complicated and detailed. Canada's 1912 act survives, surprisingly, but South Africa replaced her 1922 act in 1953, and the Southern Rhodesia act of 1935 was repealed by a Federation of Rhodesia and Nyasaland act of 1958. There was a newcomer in 1957, when New Zealand passed its first archives act, which in its composition profited considerably from the experience accumulated elsewhere in the Commonwealth.

These legislative developments are good evidence of the growth of our profession. On a wider canvas they show that English archival ideas have, for better or worse, been exported to influence a very wide area. In the recent acts there are remarkable similarities; local conditions have demanded very little local adaptation.

By generalizing from the details that follow, we may consider what it is proper — or at any rate usual — for an archives act to include. First comes the establishment of the office, the appointment of the chief officer, and a designation of the authority to whom he is responsible. His duties and his powers must be clearly defined. Apart from the ordinary business of his office, he may be charged with giving advice to departments on "the care, custody and control" (a favorite expression) of their records. Advice is usually the most he can give; advice without power to ensure that it is adopted. He

may be the ultimate authority for the destruction of records, though this is rarely the case; more usually there is a higher authority. He may be permitted to acquire such historical material as he thinks fit, he may demand the return of material in unlawful possession, he may advise holders of other than public archives on the care and use of their collections.

Expansion of services and the modern ideas of record management involve a distinction between "public archives" and "records" — for these are the most favored terms. It is usual to constitute the former as a select class chosen from the latter. In the older acts such matters as the transfer of records, the machinery for the selection of public archives and for the disposal of the remaining records, and the rights of the public to access were left to subsidiary legislation — to determination by a Minister who issued the appropriate regulation or rule. The later acts have elevated these matters by specific inclusion so that they have been the subjects of attention and discussion in Parliament. The act may include a prohibition on the export of historical documents without license; but, whether there is this prohibition or not, there must be penalties for failure to comply with the act's general provisions.

One aspect of practice, general in Australia, needs special mention. The central and state governments show a distinctive pattern of linking their archives with their libraries. In effect the government gives the library such material as the latter wishes to take. This seems to result in a "jewel-box" attitude toward the contents of the archives branch of the library. A change of practice, however, seems now about to occur in Australia.

ENGLAND AND WALES

The "Act for keeping safely the Public Records" received assent 121 years ago, on August 14, 1838. It used the expressions "records" and "public records" interchangeably and defined the former as "all rolls, records, writs, books, proceedings, decrees, bills, warrants, accounts, papers and documents whatsoever of a public nature belonging to Her Majesty, or deposited in any of the offices or places of custody mentioned in the Act."

It is generally accepted that this definition was intended to cover purely legal records and that departmental papers were not taken into consideration by the draftsmen. "Papers and documents . . . of a public nature" referred to such material as, through being held in a court of record, was therefore of a public nature and in fact constituted public evidence.

The first section of the act placed the whole body of legal records under the "charge and superintendence" of the Master of the Rolls. In early medieval times the Master of the Rolls was principal clerk in the Chancery and carried out the duties his name implies. By the sixteenth century, however, he had lost his curatorial functions and had become a judicial officer. The second section enabled Her Majesty by order in council to put records that were in any other custody than the offices listed in the act under the same charge and superintendence. The third section required the Master of the Rolls to take delivery and custody of those legal records of which the charge and superintendence was vested in him, this to be done by his own warrant, countersigned by the Lord High Chancellor. There were certain restrictions on this power, notably that no records might be removed from any of the superior courts of common law or the Court of Admiralty unless they were more than 20 years old or unless the transfer had been requested by the respective chief judge.

The fourth section empowered the Master of the Rolls to conduct those services on which the present rather narrow English conception of an archivist's duties is based — cleaning, repairing, preserving and arranging, and making calendars, catalogs, and indexes. It also clarified a quality of legal custody that is again of general English acceptance. The transfer of any legal record

. . . shall not in any manner affect the legal authenticity of such record . . . the place where any such record shall be deposited . . . under the authority of the Master of the Rolls shall be taken to be for the time its legal place of deposit, and every such record shall, after any removal under this Act, and in its new place of deposit, be of the same legal validity, and be received or rejected as evidence in all courts or proceedings, in the same manner as if such record had remained in the custody in which it is at the time of the passing of this Act.

The rest of the act was devoted to three purposes, the establishment, staffing, and organization of the Public Record Office; the publication of calendars, catalogs, and indexes; and the making and authentication of copies of records in the custody of the Master of the Rolls. A copy bearing the seal of the Public Record Office and certified as true by a member of the staff was as one with the original in its validity as evidence in any court or before Parliament. The penalty for counterfeiting the seal or for fabricating the certificate was, when the act was passed, transportation for life. Thus evidence was to be obtained from the Public Record Office in the same way as from the court of origin; the public lost no rights by the transfer.

So far, to repeat, departmental papers had not been mentioned; but neither had they been specifically excluded. Problems of space

and storage for files are no modern phenomenon. One can fairly suspect that between 1838 and 1852 the act was read with care to see whether or not departmental papers could be brought within its scope, for in the latter year an omnibus order in council "relating to Her Majesty's Public Documents" placed all of them under the charge and superintendence of the Master of the Rolls and made them entirely subject to the provisions of the act.

The Royal Commission on Public Records of 1910 commented in its report on the position that had developed after 1852 :

... the whole of the archives of our State departments in England are now . . . in the charge and superintendence of the Master of the Rolls. It follows that he can at any moment assume custody of all or any of them by issuing warrants under his hand as provided by the act ; and this without any exception for documents in current use in their respective Departments, or of a specially confidential nature, and without any requirement of approval by the heads of Departments, or even any provision for consulting them. In other words, it is possible, as a matter of strict law, for the Master of the Rolls, by a stroke of the pen, to dislocate the whole executive machinery of the State.

The same report commented feelingly later that the situation was tolerable only because "in this as in many other cases the work of English public servants is more intelligent than the letter of their official rules."

Further legislation was enacted in 1877 (40 and 41 Victoria, c. 55) and 1898 (61 and 62 Victoria, c. 12). The main purpose of the first amending act was to establish a procedure for the disposal of documents, by destruction or otherwise, and in this act the word "documents" is used with deliberate meaning to specify both records in the sense of legal records and papers in the sense of departmental papers. The second amending act merely altered the procedure on a point of detail.

The procedure, which was detailed in rules made by the Master of the Rolls, permitted the consideration by an inspecting committee of schedules of records for disposal. The committee consisted of members of the Public Record Office staff, one of whom had to be a barrister of 7 years' standing; and the schedules might cover documents in the Public Record Office, documents in the possession of departments, or documents that in the ordinary course would be created by departments. This last possibility allowed disposal instructions of continuing effect — in other words, standing instructions — to be drawn up. The schedules were prepared by the departments concerned, agreed to by the committee, and then laid before both Houses of Parliament for 4 weeks. No documents

earlier in date than 1660 could be disposed of; and, curiously, although Parliament had to see the schedules, neither House had any power to vary them.

This committee procedure may be traced back to 1859, when on a Treasury proposal a body of three men — one representing the Treasury, another the department concerned, and the third the Public Record Office — met to examine the papers sent in by each department and to report what should be kept and what destroyed. It is from these beginnings that the present practices in many Commonwealth countries in regard to the disposal of records have stemmed.

The terminology that evolved in the Public Record Office Acts is clear. The words "archives" or "public archives" are unknown; "records" or "public records" are the legal evidence of the courts; and "documents" are inclusive of "records" and departmental papers.

But all this is now changed. The Grigg Report contained some not unexpected criticisms of the legislation and a number of recommendations aimed at the removal of their sources. It advocated, among other things, the repeal of the Public Record Office Acts, the transfer of the headship of the Office from the Master of the Rolls to a Minister, and a new system of selection for preservation.

The report is dated May 1954; an act embodying its main recommendations was introduced in the House of Lords in November 1957, came to the Commons in March 1958, and received the Royal Assent on July 23, 1958. The direction of the Public Record Office is transferred to the Lord Chancellor, who becomes generally responsible for the care of public records. This choice of officer was not envisaged by the Grigg Report and is at variance with its suggestions. Indeed it was the subject of criticism when the bill was under discussion, criticism on the grounds that the Lord Chancellor was relatively inaccessible to the questions of members of the Commons. It is, however, a choice that reflects the traditional allocation of responsibility for the public records to a high judicial officer rather than to the civil administration. The act has shifted the headship of the Public Record Office from the Master of the Rolls, who does not sit in Parliament, to his superior officer, who does.

The Master of the Rolls, however, is not completely divorced from responsibility for records, as distinct from that for the Public Record Office. He continues "to be responsible for and to have custody of the records of the Chancery of England" and can determine where they are to be deposited. But after they are deposited in

the Public Record Office they become subject to the directions of the Lord Chancellor as are the other records there.

"Public records" are now defined at length. Basically they are the records of, or those held in, any Government department in the United Kingdom, or the records of any office, commission, or other body or establishment under H. M. Government in the United Kingdom other than those mainly concerned with Scottish affairs. The definition includes the legal records of the courts in England and Wales but not those of Scotland and Northern Ireland; nor does it include the records of local government authorities.

Before the passing of this act the public had access to the records of most departments up to the end of the year 1902, a matter of declaration by each department. The act introduces a right of access generally to records 50 years old. There are certain safeguards; the Lord Chancellor may vary this age for any particular class of records and further

. . . if it appears to the person responsible for any public records which have been selected by him . . . for permanent preservation that they contain information which was obtained from members of the public under such conditions that the opening of those records to the public . . . would or might constitute a breach of good faith on the part of the Government or on the part of the persons who obtained the information, he shall inform the Lord Chancellor accordingly and those records shall not be available.

The public is also denied access to records the disclosure of which is prohibited by statute. Seventeen such statutes are listed in a schedule, ranging from the Statistics of Trade Act to the Defence Regulations.

This age of 50 years for record access came under fire in the Commons; and the Opposition moved, with strong argument, that it be reduced to 40. When the matter went to a vote, however, the motion was defeated, 38 to 22. It will be noted that the interest of the House in the act was limited — the total House membership is 630.

Departments are to transfer their records before they have reached the age of 30 years unless they are needed for administrative purposes, and the Lord Chancellor is allowed to decentralize storage by appointing places other than the Public Record Office as repositories. The effect of this will be that county or municipal record offices may be invited to accept national records of purely local interest.

The arrangements for selection for preservation become "the duty of every person responsible for public records." The ma-

chinery of these arrangements is not stated, nor does the act indicate what principles are to be applied to selection, but by administrative action the recommendations of the Grigg Report are already being followed under the general supervision of the Lord Chancellor. Records actually within the Public Record Office that no longer seem worth keeping may be destroyed subject to the approval of the Lord Chancellor and that of the "Minister or other person, if any, who appears to the Lord Chancellor to be primarily concerned with public records of the class in question."

SCOTLAND

The Scottish Record Office has the distinction of being the oldest Government department in Scotland, with a line of descent that originates in the thirteenth century and an existence that was especially confirmed in the Act of Union of 1707. Its springs are in those of the office of Lord Clerk Register, and until 1879 the Register had charge — either active or nominal — of the public records. In that year all but a few of the functions of the Lord Clerk passed to a Deputy Clerk Register, who supervised a Deputy-Keeper of Records and a Curator of Historical Records. In 1919 the position of Deputy Clerk lapsed on the death of the last incumbent and the Deputy-Keeper of Records was left in an administrative vacuum.

In 1928 the Deputy-Keeper's activities were merged with various other keeperships to form a post known as the Keeper of the Registers and Records of Scotland, but in 1948 a separation was made between those who create records and those responsible for keeping them. The Public Registers and Records (Scotland) Act, 1948, divided the duties between the Keeper of the Registers of Scotland, who receives and records deeds, and the Keeper of the Records of Scotland, who preserves the registers, records, and rolls of Scotland. The Curator of Historical Records continues to deal with inquiries of a historical nature and with the publication of calendars and indexes.

The Scottish Record Office holds all public records of the pre-Union Kingdom of Scotland and accepts private and commercial records of historical value. It receives in regular flow the volumes compiled in the Department of the Registers. Records and processes of the Court of Session also go to the Record Office, and under certain recent acts the records of several sheriff courts and nine burgh courts are deposited there. Besides these, departmental records are received from the Scottish Government departments; and under the Reorganisation of Offices (Scotland) Act, 1928, the Rec-

ord Office has the duty of preparing the elections of Scottish representative peers. This duty arises from the continued link between the Lord Clerk Register and the Scottish Record Office. The Record Office is the Lord Clerk Register's department for the purpose of the few executive duties that yet remain to him.

The Keeper is appointed by the Secretary of State in consultation with the Lord President, and the Secretary of State has at his service the Scottish Records Advisory Council to assist him on archival matters.

The duties of the Keeper are laid down in the Public Records (Scotland) Act, 1937, which also specifies the records to be transmitted to his custody.

NORTHERN IRELAND

With the partition of Ireland under the Anglo-Irish Treaty of 1921 the Public Record Office of Ireland, situated in the Four Courts in Dublin, became the archival institution of the Irish Free State. The Government of Ireland Act, 1920, however, authorized the setting up in Northern Ireland of an office "for the reception and preservation of public records appertaining to Southern Ireland or Northern Ireland which otherwise would be deposited in the public Record Office of Ireland."

Thus the Public Record Office of Northern Ireland, established at Belfast in January 1924, receives some documents that, under various enactments, would formerly have gone to Dublin. These enactments controlling deposit are the Public Records (Ireland) Acts, 1867 and 1875, and the Parochial Records Act, 1876.

Northern Ireland shares in the loss caused by the total destruction of the Public Record Office of Ireland in 1922, when the Four Courts were blown up in the course of revolutionary fighting.

AUSTRALIA

The formation of the Commonwealth of Australia in 1900 left archival matters in the hands of the several State governments. The Commonwealth Government has no law in respect to its own archives. They are, however, a responsibility of the Prime Minister's Department, which issues administrative instructions that serve in lieu of legislation.

In 1942 the Prime Minister formed an interdepartmental committee to suggest, and then to supervise, steps for the preservation of war records. It came to the conclusion that no distinction between war records and other records was possible and hence that all rec-

ords of value, whether related to the war or not, should be preserved. Two institutions were already carrying out this function in a limited way — the National Library and the Australian War Memorial. Both were now designated Archival Authorities, the National Library for the civil departments and the Australian War Memorial for the service departments. A department could destroy its records only with the permission of the appropriate Archival Authority, but the latter became responsible for working with the departments in the preparation of disposal lists, which authorize the destruction of valueless records without further ado.

At the end of the war the War Archives Committee became the Commonwealth Archives Committee and continued to exercise general supervision over policy. Early in 1952 a conference between the Public Service Board, the Committee, and the two Archival Authorities recommended that in future there should be one Authority only and that this should be the National Library.

Under the Commonwealth Archives Committee a very extensive system of archives and record management is conducted by the National Library. Its control is still provisional. Although the necessity for giving it statutory authority has been recognized, the final form still awaits decision on control of the system.

New South Wales

Here there is as yet no legislation for the control of the State's archives, although a draft bill is under consideration and may be brought before Parliament during 1958. At present archival matters are the subject of recurrent instructions, issued by the Premier's Department or the Public Service Board, the first of which dates from 1912. Under the terms of these instructions no department may destroy noncurrent records, printed books, or published documents without reference to the principal librarian of the Public Library of New South Wales. In this way the Library has acquired by negotiation most of the important records of the Government for its Archives Section and is *de facto* the State's archival institution.

The Public Service Board has required that each department appoint a liaison officer to take the initiative in examining noncurrent records and to work with the Library in arranging transfers. The responsibility for selecting records for preservation, however, remains in the departments.

Queensland

In Queensland the Libraries Act, 1943, has as part of its title "making better provision . . . for the conservation of the Public

Records of the State." The machinery for effecting this purpose is detailed in part 4 of the act but with the preface that the operation of this part shall take effect only on a date to be proclaimed by the Governor-in-Council. The act received assent in November 1943; but, though now 15 years old, part 4 has not yet been proclaimed. The necessary storage accommodation is not available at the Public Library of Queensland in Brisbane. Briefly, the intent is that public records may not be disposed of without notification to the State Librarian, who may take custody of such as he wishes to preserve.

South Australia

In 1916 the Government agreed that the Public Library Board (now the Libraries Board) of South Australia should undertake the preservation of the State's archives. Legislation followed in 1925 and was replaced by part 3 of the Libraries and Institutes Act, 1939, which sets the present practice in the South Australian Archives.

Officials having the custody of Government records must give a month's notice of an intention to destroy any; and the Board's officers may within that month examine the records and take possession of what they think fit. The act provides machinery for recovering any Government records that have found their way into unauthorized hands: the person having possession of them must surrender them upon demand, and if he fails to do so the Board may complain to a court of summary jurisdiction. In any such proceedings the burden of proof is on the defendant to show that they are not improperly held.

A family resemblance can be detected between this act and Tasmania's act of 1943; the draftsman of the latter seems to have had the South Australian act before him.

Tasmania

Tasmania's Public Records Act, 1943, is the most detailed in Australia. Public records are defined as all manuscripts, papers, etc., of or pertaining to any public authority or made by, or deposited with, any officer of any public authority in pursuance of any law of the State. A public authority may be a government department, a statutory body, a local authority, or "any body, corporate or unincorporate, which has at any time been subsidized by the state."

The procedure for transfer follows the general Australian pattern. Public records may be deposited with the Archives Officer and may not be destroyed unless the person having control of them has given him notice and the opportunity of taking any he requires. The Ar-

chives Officer may demand the return of any public records improperly held. As in South Australia, the act provides for the support of such a demand by appeal to the courts, the burden of proof resting on the defendant.

The act contains two unusual features. One compels the chief officer of every public authority to maintain "complete and accurate records" and vests their custody in him. The other enables the person having control, possession, or custody of any public records to apply for compensation if the Archives Officer takes possession of them. The Archives Officer then pays what he thinks just and reasonable, but if the applicant is dissatisfied the matter can be referred to two arbitrators or their umpire. The financial valuation of records for the assessment of this compensation would seem to present very considerable difficulties.

Victoria

The State of Victoria has no legislation in regard to its archives, but the Public Library of Victoria, at Melbourne, has become the unofficial repository for them. A Premier's instruction of 1928 prohibited the destruction of any records without their first being offered to the trustees of the Public Library, and the instruction was repeated in 1940, 1943, and 1949.

Western Australia

The following notes are taken from a paper by M. F. Lukis, Librarian of the J. S. Battye Library and State Archivist.

There is as yet no public records act, and the Archives Branch of the State Library (at Perth), set up in March 1945, is not legally established as a repository although, by direction of the Premier's Department, it is treated as such. The Archives Branch exercises authority only through the Premier's Department, which sends out to other departments circulars drafted in the Archives regarding the transfer and preservation of records, calls meetings of record officers as required, and applies pressure if the necessary cooperation is not being given by a particular department.

The responsibilities of the State Archivist in relation to Government departments fall into three categories:

Advice and assistance as required in the management of current records.

Advice on the disposal and transfer of records. (It is the practice for a department to obtain the approval of the Executive Council before any records are destroyed, but this approval is not given unless the application bears a certificate by the Archivist that the records have been examined and are not considered of sufficient value to warrant their preservation. The Archivist's

decision is reached after discussion with the department concerned and, where applicable, consultation with university staff members interested in research in the social sciences.)

Preservation of permanently valuable records and the production of them, or of information from them, as required by departmental officers.

Conditions of access are laid down by the department at the time of transfer. Some records, for instance Police and Convict Departments' records, are under a degree of restriction.

CANADA

When the Canadian territories were federated in 1867, archival affairs remained a matter for provincial legislation. The archives office of the Dominion Government was founded in 1872, but it was not until 1912 that it was supported by legislation, in an act that is the earliest of its kind in the Commonwealth outside England.

The Public Archives Act, 1912, (cap. 222 of the Revised Statutes, 1952) established the office of Dominion Archivist. Since 1950, when the Ministry of Citizenship and Immigration was created, the Archivist has been responsible to the Minister with the rank of a Deputy Minister.

The Canadian definition of "public archives" is one that has since been adopted in other countries. They are, first, those "public records documents or other historical material of any kind, nature or description" that are transferred from the custody of any department to that of the Dominion Archivist and, second, those original records and other material that he may deem necessary to acquire, perhaps by gift, perhaps by purchase. Transfer from departments is conducted by order in council.

The act is brief, with no specification of conditions of access and no provision for approval for weeding and destruction. Matters relating to disposal are a function of the Treasury Board, which since 1933 has circularized departments for schedules of material recommended for destruction and has issued corresponding authorities. These authorities have prescribed the retention of documents of historical value and have required consultation with the Dominion Archivist.

A third Canadian body must be mentioned, as it has relations with the other two. This is the Public Records Committee, established in 1945 by order in council. Its varied tasks include promoting the writing of narratives on departmental war activities, determining requirements for microfilming, and establishing standard procedures for the disposal of records. It guides and explores record

policy, and one of its first tasks was the planning of an office for the centralization of semiactive and inactive records — what was in fact and later in name a Records Centre. The idea dated from a Royal Commission that between 1912 and 1914 surveyed the field and recommended the creation of such a center. Nothing happened, however, until 1949, when definite plans were formulated by the Dominion Archivist. The Records Centre, specially built for the purpose, was opened in 1956.

*FEDERATION OF RHODESIA AND NYASALAND

The interest in their archives shown by the various territories forming the Federation is evidenced by the extent of their legislation. Since 1935 there have been three archives acts in Southern Rhodesia, two in Northern Rhodesia, and one in Nyasaland, together with one by the Federal Parliament.

When the Colony of Southern Rhodesia was granted responsible government in 1923 archival matters were a specified responsibility of the Colonial Secretary. No other formal action was taken until 1935, when the Government Archives was established by the Archives Act of that year. This act drew extensively on the then current legislation of the nearest neighbor, South Africa, whose own Public Archives Act had been framed in 1922. The definition of public archives as "all such public records, documents and other historical material of every kind, nature and description as are in the custody of any of the Government departments or as may . . . be transferred to or acquired by the archives office" is similar to the definition adopted in South Africa and can be traced back to that used in Canada in 1912. The Government Archivist might examine any public archives and advise departments on their care, custody, and control. Transfer was controlled by regulation. All such original records, documents, and historical papers, or copies of them, as the Government Archivist thought fit might be acquired by purchase or gift and they might be transcribed, bound, or repaired as necessary.

The public archives in the archives office were, subject to regulation, open to the public. Up to 1958, when the Act was repealed, no regulations on the subject had been issued; but as a *modus operandi* access had been given freely to records of earlier date than 1923. A commission, established to advise the Minister of Internal Affairs on archival affairs, had other functions similar to those of South Africa's Archives Commission.

In 1946 an extension of duties necessitated new legislation to authorize them. The neighboring Territories of Northern Rhodesia

and Nyasaland were anxious to have an archives service, and after considerable negotiation it was arranged that the Southern Rhodesia office should provide one on repayment of costs. Both Northern Rhodesia and Nyasaland in 1946 passed archives ordinances that established the Southern Rhodesia office as the archives office of the Territories. The Government Archivist of Southern Rhodesia was given access to departments and could advise them on care, custody, and control, while the Archives Commission was empowered to advise the Governor of each Territory. In no way did the two Territories relinquish any jurisdiction over their own public archives; for the "care, custody, and control" over them entrusted to the Government Archivist of Southern Rhodesia was exercised "under the direction" of the Governor of Northern Rhodesia and the Governor of Nyasaland respectively. Thus the Government Archivist was nominally in the position of having three masters. In practice, coordination in administrative problems was effected through the Central African Council.

The assignment of powers and duties to an officer of one government by legislation of other governments required legislation enabling him to accept them. This was the Southern Rhodesia Archives Amendment Act, 1946, which provided that:

The Government Archivist may exercise such powers and shall perform such duties as may be conferred and imposed upon him in regard to the public archives of Northern Rhodesia and Nyasaland by the laws of those territories.

So that normal discipline might apply the act added:

Any duties which the Government Archivist or any member of his staff may be required to perform in regard to the public archives of Northern Rhodesia and Nyasaland by the laws of those territories shall be deemed for the purposes of the Public Services Act to be duties of office of the Government Archivist or such member.

At the same time the name of the Southern Rhodesia archives office was changed to Central African Archives and the Archives Commission (renamed the Central African Archives Commission) was remodeled to be a representative body for all three Territories.

In 1947, during the visit of Their Majesties King George VI and Queen Elizabeth, royal approval was given to change the name of the Commission to the Royal Commission for Central African Archives (Archives Amendment Act, 1947). Then in 1950 Northern Rhodesia revised its own legislation with a new ordinance (Archives and Judicial Records Ordinance, 1950), in order to clarify the position of the Central African Archives as a repository for court records. Thus the legislation had by 1950 established a pattern of

procedure that seemed to be satisfactory in most respects and likely to endure for many years. But change was in the air. The three territories came together as the Federation of Rhodesia and Nyasaland in 1953; and on July 1, 1954, the administration of archives was taken over by the Federal Government. It was not until 1957 that pressure of business resulting from the establishment of a new government relaxed enough to permit an archives bill being put before the House, and in the meantime the archives were administered under the provisions of the respective territorial laws, suitably amended to provide for Federal control. The records of the Federal Government itself were in this interim handled with no statutory authority at all.

The Central African Archives became the National Archives of Rhodesia and Nyasaland; and the National Archives Act, 1958, enshrined the principle that each Government was the owner and disposer of its own property. By this act a record committee is established for the Federation and each of its three constituent Governments, with the duty of making recommendations on all matters affecting the selection of documents for preservation or disposal, conditions of access, and conditions under which they may be published. The Government concerned weighs these recommendations, approves or amends them, and issues instructions; the Director acts accordingly in relation to that Government's records. Thus the Committees are of great importance in the administrative structure of the service, and much depends on the way in which they do their work and on the liberality of their views. They are small, consisting only of an archivist appointed by the Director and two other members appointed by the Government concerned.

The new act distinguishes between "records" and "public archives." The former are any records or documents in Government custody, and the latter a select class created from them. The necessary qualifications for promotion from records to public archives are an age of 30 years, transfer to the National Archives, and selection for permanent preservation. Additionally any document, book, or other piece of material that the Director acquires by gift or purchase because he thinks that it is, or is likely to be, of historical value is also a public archive.

Access is now defined; all public archives are open except as the owner-Government decrees otherwise or as a donating private owner imposes limitations on access at the time of his gift. In practice, then, most records are open at the age of 30 years in the case of Southern Rhodesia and up to 1903 in the case of Northern Rhodesia

and Nyasaland, which are controlled in this matter by Colonial Office policy.

At first glance it might well seem that the Federal Government, having been established in 1953, could have no public archives of an official nature until 1983. On a strict interpretation, however, it holds records dating from the 1890's; for as a Department "went Federal" it took its property — including its records — with it. If, as many did, it then transferred most of them to the National Archives, those that were selected for permanent preservation and were over 30 years of age became at once Federal archives!

The right of publication is subject to the approval of the owner-Government, and application has to be made in each case. There is an adequate penalty for infringement — a fine of up to £200, imprisonment up to 12 months, or both.

The Royal Commission has been discontinued, the need for it having fallen away when the archives service became a unified Federal responsibility.

GHANA

The National Archives of the Gold Coast (now Ghana) was established by the Public Archives Ordinance, 1955, which came into operation on August 1, 1956.

The ordinance seems to have been patterned largely after the Southern Rhodesia Archives Act of 1935; a number of the sections are similar in wording and sequence, and the general conception of archives is the same. The ordinance uses the Southern Rhodesia definitions of "public archives":

all such public records, documents and other historical material of every kind, nature and description, as are in the custody of any Government office, or as may after the date of the coming into operation of this Ordinance be transferred to or acquired by the National Archives of the Gold Coast.

The Archivist is charged with the usual duties in regard to custody, preservation, arrangement, repair, and rehabilitation, and specifically with publication, exhibition, description, and the production of finding aids. He may also acquire such documents or historical material as he thinks necessary, either by gift or by purchase.

"Public archives" by this definition include material in Government offices as well as that transferred to the Archives, and the Archivist must advise such offices on their care, custody, and control. Transfer is controlled by regulations made under the ordinance.

The act contains a number of significant extensions going beyond its Southern Rhodesian model. The Archivist must "make available

for use to the Government, or the public, information in records and other materials in the National Archives," either by furnishing the originals, providing copies, or collecting the information itself. There is an official seal for the authentication of copies, and there is a committee to control the disposal of documents. This committee, including archives, legal, audit, and university representatives, is expected to examine requests from Government offices for the disposal of public archives and has itself the power to order destruction or temporary or permanent retention. The committee is responsible for safeguarding the legal, financial, and historical interest of the Government; and its orders are mandatory.

The exportation of any public archives from Ghana without license from the Minister of the Interior is prohibited; the same prohibition applies to any documentary material of historical value relating to the country. The penalty for infringement is a fine of £25.

NEW ZEALAND

A Controller of Dominion Archives, who doubled as Parliamentary Librarian, was appointed in 1926. In 1945 the Department of Internal Affairs, seeking the development of a definite policy, called a conference to plan for the future. In 1954 a program was adopted. There followed the development of a record management service, surveys of records in many departments, and a plan for record disposal and selection for preservation; and the whole movement culminated in a very carefully developed Archives Act.

New Zealand's Archives Act received royal assent on October 4, 1957, and is, with its 26 extensive sections, the longest of all the acts here under review. Its comprehensiveness and its relation to modern developments in archival work will no doubt cause it to be studied whenever such legislation has to be drafted.

This and the act of the Federation of Rhodesia and Nyasaland were simultaneous in their planning and won final assent within a few weeks of each other. There was no consultation between the two countries, but the two pieces of legislation bear strong resemblances. There are also similarities between certain sections of the New Zealand act and similar provisions in South Africa's recent act.

The definitions draw a distinction between "public records" and "public archives." Public records are defined as all documents of any kind officially made or received by any Government office in the conduct of its affairs or by any employee of the Crown in the course of his official duties. The latter part of this definition is of interest in the suggestion that letters addressed to a person by name but re-

lating to official business are equally public records. The tendency to carry on correspondence on a semiofficial basis between individuals is not new but appears to be increasingly common, and this is the first recognition of it in legislation. Public archives are made a select category of public records — being those not in use, whatever their age and wherever they are. If they are over 25 years old, and if the Chief Archivist thinks they are worth preserving, they must be transferred to the National Archives. There are certain exceptions where transfer may be deferred — for instance, if the records are secret or confidential or if they “contain information the release of which may adversely affect the national security of New Zealand or relations between the Government of New Zealand and the Government of any other country.” If transfer is deferred, the Chief Archivist may prescribe conditions for the safekeeping of the archives by the department concerned. When any transfer is made the conditions of public access to the material are those that may be agreed on from time to time by the Chief Archivist and the head of the department.

Public archives less than 25 years old may be accepted if the Chief Archivist thinks they are worth it, and he may also accept any private records of any kind provided they are of a historical nature.

The act is unique in stating the criteria to be borne in mind by the Chief Archivist in assessing worthiness of preservation. They are:

- Evidence of the organization, functions, and transactions of the Government office in which the public records were originally made or received. ✓
- Evidence of public or private personal or property rights or civic rights.
- Historical or general information.

The Chief Archivist of New Zealand has unusually wide though definite powers. In addition to those that flow from the ordinary control of his department he may demand that a private person in possession of a public archive hand it over to the National Archives. He may inspect any public records or public archives in the possession of departments and issue “instructions as to their safe preservation and such advice as to their efficient and economical administration and management as he considers necessary.” This power must take him intimately into the field of office administration, into “Organisation and Methods,” and it shows the ultimate extension of the Archivist’s duties toward Government paperwork. He can only give advice, however; and like all advice it can be heard, noted, and ignored. He may assist any body or person having control of archives that are not private archives with inspection and advice.

The Chief Archivist alone is the key authority in the machinery for the disposal of public archives. There are two methods of procedure, one applicable to "routine public archives," which are by their nature of no enduring value as archives, and the other applicable to archives not of a routine nature but not worth keeping. For the routine archives the department prepares lists of classes stating the retention period. This must result in standing instructions, which, after approval or amendment by the Chief Archivist, are effective. For the second type the Chief Archivist prepares a description, advertises it in the official *Gazette*, and gives the public a month in which to lodge any objection.

Access to any public record in the National Archives is automatic, subject to conditions agreed on with the department at the time of deposit and to the power of the Minister of Internal Affairs to direct that access be withheld on the grounds of public policy or of another Government's request with respect to records affecting its interest. Such a case comes to mind at once in the connection between the Colonial Office records in the Public Record Office, access to which is restricted if they are less than 50 years old, and the other end of the correspondence in Auckland. Presumably this part of the correspondence, too, would be restricted if less than 50 years old.

Publication of any archives is conditional on approval by the Minister; and, as in the Federation of Rhodesia and Nyasaland, there is no suggestion that access and the right to publish go hand in hand; indeed, they are specifically separated.

Finally, wilful or negligent damage to public records or public archives, or their improper destruction, or any failure to comply with the provisions of the act entails a fine of up to £100.

SOUTH AFRICA

In the Colony of the Cape of Good Hope the first "Officer in charge of Colonial Archives" was appointed in 1879 after a commission had inquired into their state. In the Transvaal an Archives Branch of the Colonial Secretary's Department was set up in 1902, on Milner's reorganization of the country after the Boer War. In Natal there were no special arrangements for archives before the Union, and in the Orange Free State a Government Librarian and Keeper of Archives operated briefly between 1903 and 1908.

These four colonies came together as the Union of South Africa in 1910; and, unlike Canada and Australia, they made archives affairs a matter for the central government. A Chief Archivist for the Union was appointed in 1919 and as a first step was sent on a tour

of Europe, America, and Canada. A Public Archives Act followed in 1922; it was short and derived something from the Canadian act of 10 years earlier. It defined public archives as all such records, documents, and other historical material of every kind, nature and description as were in the custody of any Government department; and it gave the Chief Archivist power to supplement these by purchase or the acceptance of gifts. Public archives not required for administrative purposes were transferred periodically to archives depots, of which there was one for the Union Government and one for each province. The public was allowed access to them except that the Chief Archivist could "in his discretion withhold access to any particular document or a document relating to any particular event," subject to a right of appeal to the Minister. An Archives Commission was established to advise the Minister on archival affairs.

This act was replaced by the Archives Act, 1953. When introducing the bill to the House of Assembly the Minister of Education, Arts, and Science said there were two main reasons for putting it before the members. It was desirable to clarify and enlarge the authority of the Chief Archivist and the Archives Commission, particularly in regard to the disposal of worthless documents; and it was necessary to provide for the archives of the Territory of South-West Africa. With the adoption of the act of South-West Africa, the Chief Archivist for the Union doubles as archivist of that Territory, responsible in his first capacity to the Minister for the archives of the Union and the four provincial Governments, and in his second capacity to the Administrator of South-West Africa. He is permitted, in consultation with the officer in charge of any Government office in the Union or in South-West Africa in which records or documents are kept, to inspect them and to advise on their safe custody and preservation; nothing, however, ensures that his advice will be taken. The Chief Archivist's powers are enlarged so that he may advise on request, or by consent, on the keeping and management of archives other than public archives. This provision is especially aimed at local authorities and statutory bodies.

The Commission's powers are enlarged, too. It authorizes the destruction of valueless records, supervises the publication of public archives or of theses or other works based on public archives, recommends to the Minister on the acquisition of material of historical value, and generally advises him. There is no limit to the number of the Commission's members, and in practice it works through a series of subcommittees. Its constitution came under fire in the com-

mittee stage of the bill on the grounds that its membership was politically biased.

Under the 1922 act access was dealt with by regulation and the reserved period was 37 years. In 1953 terms of access were prescribed in the act itself, and the reserved period was changed to 50 years but with the saving clause that all documents are available up to 1910 (the date of Union) in the archives depots in South Africa, and up to 1915 (the end of German rule) in South-West Africa. Some members urged that the 50-year period be shortened to meet the needs of modern research in many fields; but the Minister refused any concessions on the ground that "the longer period is more conducive to accuracy and objectivity in historiography." The Minister may direct the withholding of access to particular parts of the public archives on the ground of public policy, but on the other hand he may allow access within the closed period in special cases.

The 1922 act recognized all records and documents in Government custody as "public archives" and left the details of transfer to regulation. The 1953 act defines "archives" as any records or documents that have, during the conduct of affairs of any kind, been preserved for reference purposes, and then distinguishes as "public archives" any archives accumulated in a Government office and any material of historical value acquired for an archives depot. Transfer from departments, formerly controlled by regulation, is now prescribed in the body of the act. It is compulsory after 30 years although the Chief Archivist may defer a transfer for convenience or may permit the deposit of more recent documents if he thinks fit.

One of the difficulties of a survey such as this is the speed with which it gets out of date. The author would be glad to hear of changes that may be made and asks that readers will regard this essay as a step towards a more comprehensive guide that will include the countries and states now omitted.

Archival Good Works for Theologians

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IN addressing a group of librarians, an archivist may feel that his remarks should be guarded and discreet. In the history of the world I am not sure which occupation is the more venerable, that of librarian or that of archivist; but in the United States the latter is the younger by half a century. Some of our early librarians had served in the capacity of archivists and helped establish the new profession. Where there is no archivist, the librarian still feels his responsibility for records. Proof of this is his concern today about the records of theological schools, where archivists are still seldom to be found.

In addressing a group of theological librarians, the professional archivist must regard himself very much as the layman in terms of the subject matter of your records. Yet the archivist as historian approaches the records of a divinity school not with a narrow concern for their use in administrative and internal operations, but rather with the hope of finding evidence of the school's impact on other institutions in the past and on the issues of the present. A dynamic society never lacks controversy. A dynamic theological seminary is perennially involved in religious and educational controversy. In one generation it may be between Old Lights and New Lights, in the next between slaveowner and abolitionist, at another time over the relation between church and state. Yet how many seminaries have archives worthy of the name to shed light on the past and thus illuminate the present? How many are engaged in selecting and preserving current records for future use? The specific answers to these questions ought to be determined, for they would undoubtedly suggest what needs to be done.

I shall direct my remarks, therefore, to an analysis of the problems inherent in the field of theological and religious records. I shall try to explain how the records of seminaries ought to be correlated

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with the larger bodies of religious source material. In asking why we have not been more dutiful and steadfast in acknowledging an archival obligation and translating duty into good works, I find some justification for trespassing in the open spaces of homiletics, fortified by a text from the Old Testament and another from the New.

In the thirty-first chapter of Deuteronomy the following verses reiterate a previous statement in the same chapter:

And it came to pass, when Moses had made an end of writing the words of this law in a book, until they were finished, That Moses commanded the Levites, which bare the ark of the covenant of the Lord, saying,

Take this book of the law, and put it in the side of the ark of the covenant of the Lord your God, that it may be there for a witness against thee.¹

And in the third chapter of the Epistle of Paul to Titus:

This is a faithful saying, and these things I will that thou affirm constantly, that they which have believed in God might be careful to maintain good works. These things are good and profitable unto men. But avoid foolish questions, and genealogies, and contentions, and strivings about the law; for they are unprofitable and vain.²

As you know, much of the Book of Deuteronomy is devoted to the Hebraic law: the fundamentals of morality in the Ten Commandments and a kind of codification of the laws governing religious observance, crime, and punishment — the “statutes and judgments, which ye shall observe to do in the land, which the Lord God of thy fathers giveth thee to possess it.”³ When these laws were actually written down is uncertain; but in the story of Moses their preservation was the responsibility of a particular tribe, the Levites, who were to keep them in the Holy of Holies. We may regard this ancient recording of the law as symbolic of the foundation of our own civilization, with its government of laws, not of men, shaped by law and modifying the law. Indeed, the laws, duly recorded, may be taken as symbolic of all other basic records that stem from or contribute to them. In the present homily, how shall we apply the text and the principle to theological schools?

“What is to be considered as material for American religious history?” asked Professor Allison when he began his *Inventory of Unpublished Material for American Religious History*, compiled 50 years ago.⁴ Source materials pertaining to religious history are

¹ Deuteronomy 31:24-26; see also verses 9-11.

² Titus 3: 8-9.

³ Deuteronomy 12: 1.

⁴ William H. Allison, *Inventory of Unpublished Material for American Religious History in Protestant Church Archives and Other Repositories*, p. iv-v (Washington, 1910).

difficult to delimit except by a definition so circumscribed as to fall short of its very objective. The religious manifestations in most people's lives are not so separate and distinct that they can be isolated for examination, nor would such detached data yield reliable conclusions. Certainly the manuscript records of individuals are seldom accumulated in well labeled bundles, for men do not live by classification schemes concocted by librarians or archivists. Certain religious records, however, do lend themselves to separate treatment by denomination and thus by related institution, whether Catholic or Protestant. In fact, we are so accustomed to thinking of Christianity in terms of various sects that most depositories of religious materials have been established under their auspices, each concentrating on its particular brand of Christian doctrine and organized activity.

However much some scholars may complain about the wide dispersal of these sources for their research, we should not be surprised to find this condition prevailing in a country predominantly Protestant; for fragmentation, not unification, is inherent in Protestantism. The spirit of religious liberty and individual freedom not only appears repeatedly within the records but is reflected in their wide dispersion in the custody of countless autonomous organizations.

One distinct class of these diverse religious sources consists of the records of theological schools. I am referring to those materials that archivists clearly define as the official records, printed as well as manuscript. They are created during the daily administration and operation of the school — policy-making, financial, pedagogical, social, even extracurricular; and, under an enlightened policy, they are refined as archives for permanent preservation and use. The basic archival problems of the theological seminary are no different from those of any other institution of higher learning. The archives, if they were established, would serve both administrative and research purposes. But this "if" has long prevailed in the area of college and university records. Only a limited number of archival establishments worthy of the name have appeared in institutions of higher learning during the past 20 years of nurture by the Society of American Archivists.⁵ Yet many of these same institutions have collected and preserved historical materials of great research value, and some theological schools have contributed notably to this

⁵ The Society's Committee on Institutional Archives reported in 1944: "Rarely is there evidence of a systematic policy with reference to the transfer of records [of an educational institution] from administrative offices to the archives." *American Archivist*, 8:81 (Jan. 1945).

cultural achievement. What is the explanation for the oversight or neglect of archives?

The pioneer American historians and collectors saw the past in the heroic individual. The man was sufficient measure of the institution. The records most cherished, therefore, were personal papers, while selected individual documents were valued chiefly for the signatures they bore. The records of institutions, political or theological or educational, were preserved piecemeal for their personal associations rather than for their integrity and organic unity embodying institutional life and growth. The official records were not converted into archives; survival *in toto* or in fragments was usually accidental; preservation was seldom planned. Among the discarded volumes, old account books were seldom recognized for their historical value. The treasurer's accounts of Harvard College, 1669-93, for example, were found in the stables of the Hancock house in Boston, when the stables were destroyed.⁶ Minister-historian Lucius R. Paige of Cambridge discovered in the library of a deceased neighbor the quarter-bill books of eighteenth-century Steward Thomas Chesholm of Harvard, "a priceless record of college life and economy."⁷ In the early 1930's, after the librarian of the University of Virginia began to investigate its early records, letters of Thomas Jefferson concerning the university came to light in the bursar's office. This discovery, and the indifference to records it implied, strengthened the movement for organizing the university's archives.⁸ But college records are not easily assembled and converted into archives. Normally scattered throughout the campus, they reflect in their very decentralization the local autonomy that is customarily defended against administrative directives. Sometimes archival programs can be initiated only in crisis!

The old question, "What's wrong with American education?" — now rampant on a new field of satellites — has evoked an abundance of prolix and inconclusive answers. Insofar as the answers are based on ignorance of the past, one may presume that the source materials of educational institutions, the records of trustees, faculty, and students, have not been effectively utilized. In the field of higher education, as suggested above, only a few colleges and seminaries have organized archives and made their records serviceable. It is a para-

⁶ Justin Winsor, "The Present Condition of the Archives of Harvard College," in *American Antiquarian Society, Proceedings*, n. s., 9:111 (1893-94).

⁷ Samuel Eliot Morison, "Chesholm's Steward's Book," in *Colonial Society of Massachusetts, Publications*, 31:9 (1935).

⁸ See W. Edwin Hemphill, "A Bibliography of the Unprinted Official Records of the University of Virginia," in *Sixth Annual Report of the Archivist, University of Virginia Library for the Year 1935-36*, p. 9-10 (University, Va., 1936).

doxical situation that in a number of cases the preparation of a university history had *preceded* the assembling of records for the inception of an archival program. This cart-before-the-horse sequence has proved at least that the records were useful; and the historian, carrying on his research under most disadvantageous conditions, has brought to light valuable evidence to witness the need for an archival office.

Thus, instead of the old saying, "No archives, no history," the new aphorism runs: "No historian, no archives." Professor Cheyney's *History of the University of Pennsylvania*, for example, revealed records widely scattered and indifferently cared for. His labors suggested the desirability of a university archives, and the archives was established forthwith at the close of World War II.⁹ Professors Curti and Carstensen strengthened the case for an archival department at the University of Wisconsin, which could have eased their labor on the two-volume *History*; ¹⁰ the archives were eventually organized in the new university library building. But among the many histories of colleges and universities published during the past quarter-century, often occasioned by centennial celebrations, few bibliographical references to official records appear and fewer still to anything in the nature of archives. The term is still strange and ill defined, if not unknown, on most campuses.¹¹

Although historians have contributed to the development of college and university archives, the history of education is a special field that, by and large, the professional historian has neglected. And where he has failed to tread, the educationist has rushed in, usually without adequate historical background, perspective, or the discipline of historical study for his sociological approach. If the crisis in education is assessed historically, we shall have to understand what education meant to past generations, as ideal and actuality, in theory and practice. Only when it is seen in its proper context can the past be of valid use to the present. To fill this gap the Fund

⁹ Edward P. Cheyney, *History of the University of Pennsylvania, 1740-1940*, p. vii-ix (Philadelphia, 1940).

¹⁰ Merle Curti and Vernon Carstensen, *The University of Wisconsin, 1848-1925; a History*, 2: 597-601 (Madison, 1949). "The University's records . . . are abundant, though as yet uncanceled. Many are still uncared for." See also the conditions described in Samuel G. Heffebower, *The History of Gettysburg College, 1832-1932*, p. v-vi (Gettysburg, Pa., 1932).

¹¹ There are important exceptions among the older colleges and universities, but very little has been published about the content of the archives. Note the inventory of the Harvard University Archives, to 1800, in Samuel Eliot Morison, *Harvard College in the Seventeenth Century*, 2: 662-681 (Cambridge, 1936); and Cornell University, Collection of Regional History and the University Archives, *Report of the Curator and Archivist, 1950-1954*, p. 17-32 ([Ithaca? 1955?]).

for the Advancement of Education has recently called upon historians to provide the essential information on the history of American education.¹²

The care of records generally in institutions of higher learning leaves much to be desired. Among such institutions, theological schools are no exception. A brief survey of the evolution of seminaries and the historical function of their libraries will help to explain why this is so. The theological seminary did not come into existence in America until the end of the eighteenth century. The primary purpose of the colonial college was to train men for the Christian ministry, whether Anglicans at King's College or Congregationalists at Yale or Presbyterians at the College of New Jersey. The professional school was still in the future. Besides, many a young man got his instruction in tutorial fashion from a theologian of repute who chanced to be minister of the local church,¹³ just as the young apprentice in the legal profession read law with a well established lawyer in the local community.

The theological seminary came into its own during the first half of the nineteenth century as a vigorous expression of evangelical Protestantism. It flourished in an atmosphere of denominational independence; it engaged in many a controversy on the right wing and on the left concerning doctrinal beliefs as well as freedom of thought. The eighteenth century had its Great Awakening and its deism; the nineteenth century had its gospel message and its transcendentalism. As the Rev. Dr. John Holt Rice, distinguished Presbyterian of Virginia, put it in 1829: "The evangelical men are disputing, some for *old* orthodoxy, and some for *new* metaphysics."¹⁴ During the first quarter of the century, the leading denominations founded institutions for theological training and scholarship that have continued to our own day. Among them, Andover led the way in 1808. Union in Richmond, Virginia, and Princeton Theological, both Presbyterian, date from 1812. General (Episcopal) in New York and the Episcopal Seminary in Alexandria, Virginia, appeared in 1817 and 1823 respectively; Colgate (Baptist) at Rochester, New York, in 1817; and the Lutheran Seminary at Gettysburg, Pennsylvania, in 1826.

Some of the colonial colleges had received public support as affiliates of the Established Church; but the new seminaries, de-

¹² Paul H. Buck and others, *The Role of Education in American History* ([New York], Fund for the Advancement of Education, [1957]. 16 p.)

¹³ George L. Prentiss, *The Union Theological Seminary in the City of New York; Historical and Biographical Sketches of its First Fifty Years*, p. 4 (New York, 1889).

¹⁴ Quoted in Prentiss, *Union Theological Seminary*, p. 7.

pendent on private funds, bespoke the spirit of the Revolution in the separation of church and state. In harmony with the prevailing temper of independence and evangelical piety the seminaries were influential in advancing America's democratic faith and the "mission of America" in an age of progress.¹⁵ They multiplied steadily until by the mid-1880's there were some 140, including those of the Roman Catholic faith. As one writer pointed out at this time, "Not only ministers of the Gospel in the strictest sense, . . . but editors of the religious press, college presidents and professors, secretaries of ecclesiastical boards and other associations for advancing the kingdom of God on earth, are mostly graduates of these institutions."¹⁶

As the increase of seminaries developed hand-in-hand with the expansion of the churches that supported them, some churchmen began to inquire into the past of their denominations in order to trace their origins and to measure the contemporary progress of the Gospel. During the second quarter of the nineteenth century the American people gave spontaneous expression to their nationalism as they witnessed the phenomenal growth of the Republic and the material betterment of the common man. Their feeling was confirmed by the first generation of historians, who wrote the early history of the Colonies and the Revolution with undisguised pride and patriotic bias. Theologians were spurred by the same spirit of historical inquiry and documentation; indeed this generation of churchmen made some notable contributions toward assembling the sources of religious history and began to utilize seminary libraries as depositories for collections of church records.

This historical movement was well personified by the Rev. Francis Lister Hawks, who projected a great documentary collection on the Anglican Church of colonial America to pave the way for later historical writers. Hawks pointed out that the ecclesiastical history of the United States was "as yet an almost untrodden field." He helped to rectify this condition by writing a history of the Episcopal Church in Virginia and a second volume on Maryland.¹⁷ In 1836 he was in England making transcripts of records of the Society for the Propagation of the Gospel and other records pertaining to the church in America; 17 folio volumes of these transcripts were ulti-

¹⁵ Ralph H. Gabriel, *The Course of American Democratic Thought; an Intellectual History Since 1815*, ch. 2 (New York, 1940).

¹⁶ Prentiss, *Union Theological Seminary*, p. 3-4.

¹⁷ Francis L. Hawks, *A Narrative of Events Connected With the Rise and Progress of the Protestant Episcopal Church in Virginia*, p. viii (New York, 1835). The volume on Maryland was published in 1839.

mately deposited in the Church Missions House in New York City.¹⁸ As historiographer of the church, Hawks was one of the founders of the Protestant Episcopal Historical Society in New York City in 1850.¹⁹

The Presbyterians, to cite another example, were moved by a similar spirit of historical inquiry. Ebenezer Hazard, pioneer archival collector and editor, began, with the blessing of the church authorities, to assemble materials for a history, but it was not completed.²⁰ In 1839-40, the Rev. Charles Hodge, alumnus and professor of Princeton Theological Seminary, published a heavily documented two-volume *Constitutional History of the Presbyterian Church in the United States* down to 1788, based upon available official records. He called for a comprehensive history of the Presbyterian Church throughout the United States, to be prepared perhaps as a cooperative work organized by States or regions, and without delay. "Much has already been lost," he lamented, "which the men of the last generation might have preserved."²¹ Hodge's labors and pleas doubtless help to explain the publication in 1841 of the minutes of the synods of Philadelphia and New York for the period 1706-88, authorized by the General Assembly of the Presbyterian Church.²² These were also the early years of ministry of another Princeton theologian, the Rev. William B. Sprague, who served the Second Presbyterian Church of Albany for 40 years. An avid collector of manuscripts and imprints, he gave the Princeton Seminary a valuable set of nearly a thousand pamphlets to enrich its library.²³

During the nineteenth century, certain seminary libraries became centers for the historical collections of their denominations, varying from official minute books of the highest administrative bodies in

¹⁸ Allison, *Inventory*, p. 98-99; Edgar L. Pennington, "Manuscript Sources of Our Church History," in *Historical Magazine of the Protestant Episcopal Church*, 1:19-21 (1932). Hawks's contemporary, Prof. William R. Whittingham at General Theological Seminary in the late 1830's, became a great collector of church materials. Bishop of Maryland for almost 40 years, he willed his collection to the diocese and thereby gave scholarly prestige to its library. See William F. Brand, *Life of William Rollinson Whittingham, Fourth Bishop of Maryland*, vol. 1, ch. 8 (2d ed., New York, 1886), and Whittingham's will, *ibid.*, 2:369-370.

¹⁹ *Historical Magazine of the Protestant Episcopal Church*, 1:3-4 (1932).

²⁰ Hawks, *Narrative of Events*, p. xi, note.

²¹ Charles Hodge, *The Constitutional History of the Presbyterian Church in the United States of America*, 1:iv-v (Philadelphia, 1839-40).

²² *Records of the Presbyterian Church in the United States of America* (Philadelphia, [1841?]). The first leaf of the earliest records was missing. The Methodists also thought enough of their early *Minutes of the Annual Conferences, 1773-1828*, originally issued as pamphlets, to assemble them in one volume (New York, 1840).

²³ Hodge, *Constitutional History of Presbyterian Church*, 2:vi; H. E. S[tarr], "Sprague, William Buell," in *Dictionary of American Biography*, 17:476-477.

the ecclesiastical organization to records of local churches. These national, regional, and local archives, though seldom designated as such, received, usually from relatives and descendants, the correspondence of clergymen and laymen who had played influential roles in the life of their church. Thus, almost imperceptibly at first, seminaries acquired research materials; by steady accretion their holdings became notable, attracting scholars and stimulating further research. Before the twentieth century, however, since these repositories did little or nothing to publicize their holdings, many a scholar overlooked them. Nevertheless the seminary was a vehicle for religious history in providing facilities, convenient and to some degree quite accidental, for preserving source materials of its particular denomination.

The Allison *Inventory*, published in 1910, which provided the first guide to manuscript materials for American religious history, had some serious limitations. It was confined to Protestant Christianity; the data from areas south of Maryland and Kentucky and west of the Mississippi River were derived only from questionnaires circulated by mail; and, among the institutions represented, the amount of detailed information available varied widely.²⁴ Nevertheless this *Inventory* has been of lasting value. Nothing comparable has appeared since, except a limited number of inventories of church archives, by denomination, State by State, compiled by the Historical Records Survey under the Work Projects Administration 20 years ago.²⁵

Among the institutions covered by Allison are 17 theological seminaries, either listed directly with their manuscript holdings or mentioned in connection with other denominational records. In no instance, however, are the official records of a seminary itself listed in any detail. Instead, one finds, for example, that the Auburn Theological Seminary had the minute books of a few presbyteries of the neighboring New York State area and a few "biographical sketches of a local nature," or that the record books of the board of trustees and of two local societies of Lane Theological Seminary were in the custody of its library; but most of the 17 seminaries made no mention of their own records or archives. Only Andover supplied more than the most meager information of this kind; here the records were "kept in the office of the treasurer of the seminary." Fortunately the Harvard University Archives were already well established and included "various records of the Divinity School."²⁶

²⁴ Allison, *Inventory*, p. iii-v.

²⁵ Work Projects Administration, *Check List of Historical Records Survey Publications*, p. 49-56 (rev. ed., Washington, 1943).

²⁶ Allison, *Inventory*, p. 22-25, 65, 94, 143.

If theologians have neglected the records of their own seminaries, the foregoing survey may help to explain how and why such records have been absorbed in the wealth of other historical religious materials close at hand. But it is high time that the seminaries take stock of the records within their own bailiwicks before the forces of man and nature further dissipate and destroy them. It is high time that theologians in centers of learning give thought to archival good works in their midst, which "are good and profitable unto men." Here is an almost unexploited field for historical research: not merely on the histories of theological schools, but on innumerable other subjects in American civilization to which seminary life and thought have contributed and of which they have left some evidence in the records. But these records must first be organized before they can be effectively used.

Such an archival project must take into consideration three basic principles. First, that current records of today become, by proper evaluation and reduction in bulk, the archives of tomorrow. This is accomplished through the techniques of record management: the setting of standards for paper and ink used in creating the records; the coordination of recordkeeping among the various offices that create and file records; the designation of record groups in accordance with administrative organization and functions; the establishment of uniform practices in classification, filing, and servicing; the operation of a unified system of retention and disposal for records of temporary value; and the maintenance of an orderly procedure for the transfer of noncurrent records to the archives.

The second basic principle has already been implied in one of the foregoing points; that is, that the records should be maintained as they were originally filed, to serve the administrative functions for which they were created and to assure their most effective use for historical research. This is the *respect des fonds* that every knowledgeable archivist insists upon when he takes over from the record manager. It emphasizes the role of administrative history throughout the life-history of records.

The third basic principle concerns the dual service of an archives. The records of a seminary, like those of any other institution, are created primarily for administrative purposes. Even after the noncurrent records of enduring value have been segregated for maintenance as archives, they will still have administrative use — the main reason for establishing an archives. (Note that records qualify as archives not primarily because they are old but because they have continuing value.) A secondary use of the archives is for

research, chiefly historical research in its broad connotation. The older the records, the less they will be consulted for administrative matters and the more for historical investigation. Yet the cultural functions of colleges and universities and theological seminaries are so diverse that firsthand information about their distant past, preserved (not buried!) in the archives, may have a significant bearing on current problems; and those problems may involve institutional policy — theological or political or ethical. Thus the administrator as well as the scholar has good reason for advocating the establishment and maintenance of a seminary's archives.

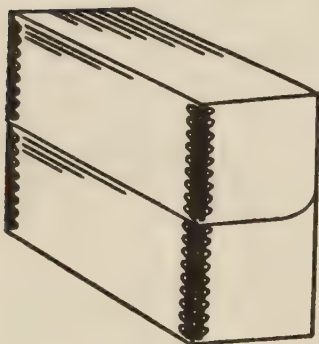
A recent "Appeal for Archives in Institutions of Higher Learning," by the Rev. Henry E. Browne, then archivist of the Catholic University of America, is a forthright statement of the case. "... it should become increasingly evident," he wrote, "to the administrators of American Catholic colleges and universities that a well-ordered and functioning archives is not a luxury but an obligation they owe to the past, the present, and the future."²⁷ This statement may serve as the Catholic counterpart to my own references to Protestant institutions, and I suspect that conditions are not different in Jewish colleges and seminaries.²⁸ Many churches have established historical collections in conjunction with their national or regional headquarters, where the national archives of the denomination are preserved. Most of these are well known to scholars and are often cited in historical works. But theological seminaries, with few exceptions, have yet to find their archivists and put them to work.

The current crisis in education ought to stimulate archival activity at the nerve-centers of education, the institutions of higher learning. When Paul, or whoever may have written the pastoral letter to Titus, admonished against "foolish questions, and genealogies, and contentions, and strivings about the law," he held to the vain hope that such issues could be avoided among Christians. Since they are an inevitable part of man's religious striving, however, they are interwoven in the records and add zest to the archivist's labors as he helps to make the past more meaningful to the present and as he contributes to the solution of our contemporary problems. Let archival good works be performed *by* theologians as well as *for* them.

²⁷ *American Archivist*, 16:226 (July 1953).

²⁸ The American Jewish Archives was established at Hebrew Union College, Cincinnati, in 1947, but the quarterly magazine of the Archives has given no indication that the records of the college are embraced in its archival program. See *American Jewish Archives*, vol. 1, no. 1, p. 2-5, 23-26 (June 1948), *et seq.* A recent issue carries an A. J. A. advertisement: "WANTED [among other kinds of historical material] Jewish organizational minute books and transaction records: fraternal, cultural, social, and philanthropic." *Ibid.*, 10: 120 (Oct. 1958).

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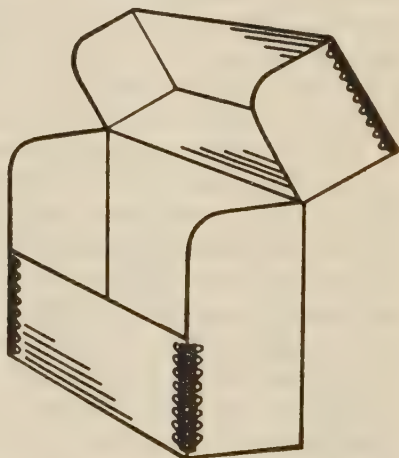
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The Deterioration of Book Paper in Library Use

By HARRY F. LEWIS *

Institute of Paper Chemistry

THE following report describes an experiment begun in 1934 by a joint committee of the American Council of Learned Societies and the Social Science Research Council — the Joint Committee on Materials for Research. The experiment was set up in the hope of answering two questions. First, will a book printed on paper made from highly purified woodpulp, known as Solka pulp, hold up as well under library use as a book printed on the same weight paper made of 100% rag stock? Second, to what extent do such variables as geographic location, degree of use, and atmospheric conditions affect the degree of deterioration in books printed on both rag and purified woodpulp sheets?

In order to answer these questions the Joint Committee on Materials for Research proceeded as follows. The American Council of Learned Societies had in process of publication the 20-volume *Dictionary of American Biography*, the first volume of which appeared in 1928 and the twentieth in 1937. Charles Scribner & Sons of New York were the printers and publishers. Arrangements were made in 1934 with Scribner to print 25 extra test copies of volume 13, at that time ready for the press. These test copies differed from the ordinary trade copies in that sections of each were to be printed on three different kinds of paper — two kinds of 100% rag paper and one of 100% Solka pulp.

Test data on the sheets were given in an insert in the test copies entitled "Memorandum About the Paper Stock of this Volume." It must be assumed that the chemical and physical testing procedures reflected in the figures supplied were those in common use in 1934. To what degree the test data reported were truly representative of the experimental lots of paper cannot now be determined. I tried to check them by getting the original notes of the respective company laboratories; but, of the three paper companies involved, only the first — the American Writing Paper Co. — is still operating. The Worthy Paper Co. Assn. no longer exists, and its records could not

* Dr. Lewis is the vice president of the Institute of Paper Chemistry, Appleton, Wisconsin.

be found. Nor could pertinent records be found of the Dill & Collins Paper Co., which had been bought by the Mead Corp. I am indebted to Helen Kiely, former director of research for the American Writing Paper Co., for supplying detailed information from the original records of that company.

The 25 test copies, together with the regular copies of volumes 13, were sent out to a carefully selected list of libraries variously located in city and country, at sea level and higher elevations and in cold, warm, and temperate climates. Each library was asked to put the test copy on its shelves with the set and to store the trade copy until the experimental copy was called in for testing, when the trade copy would replace it. To what degree this procedure was followed is not known. Personnel changes with time, and original agreements may be forgotten. The institutions that received the 25 test copies were the following:

Copy No.	TABLE I Location
1.	Dartmouth College, Hanover, N. H.
2.	Boston Public Library, Boston, Mass.
3.	Columbia University, New York City.
4.	New York Public Library, New York City.
5.	New York Public Library, New York City.
6.	St. Lawrence University, Canton, N. Y.
7.	Library of Congress, Washington, D. C.
8.	University of North Carolina, Chapel Hill, N. C.
9.	Public Library, Jacksonville, Fla.
10.	Howard Memorial Library, New Orleans, La.
11.	St. Louis Public Library, St. Louis, Mo.
12.	Cincinnati Public Library, Cincinnati, Ohio.
13.	Cleveland Public Library, Cleveland, Ohio.*
14.	Carnegie Library, Pittsburgh, Pa.
15.	John Crerar Library, Chicago, Ill.*
16.	Iowa State College Library, Ames, Iowa.
17.	Butte Public Library, Butte, Mont.
18.	Colorado College Library, Colorado Springs, Colo.
19.	University of Arizona Library, Tucson, Ariz.**
20.	University of Southern California Library, Los Angeles, Calif.
21.	University of California Library, Berkeley, Calif.*
22.	Seattle Public Library, Seattle, Wash.
23.	Toronto Public Library, Toronto, Canada.*
24.	McGill University Library, Montreal, Canada.
25.	Dalhousie University Library, Halifax, Canada.

* Copy not returned.

** Copy lost either in transit or during storage awaiting test.

The first section of each test copy was printed on the same stock as that of the regular trade edition, namely "American Writing Paper," 100% rag, a stock weighing 60 lbs. to 500 sheets (25" x 38"), made by the American Writing Paper Co. of Holyoke, Mass. This paper is here identified as sample *A*. The second section was printed on Worthy Permanent Book, 100% rag, white, a stock weighing 70 lbs. to 500 sheets (25" x 38"), made by the Worthy Paper Co. Assn. of West Springfield, Mass. This paper is identified as sample *B*. The third section was printed on "Special Alpha Natural 60 lb. run d-27139, 100% Solka," a paper weighing 60 lbs. to 500 sheets (25" x 38"), made by the Dill & Collins Paper Co., Philadelphia, from purified cellulose made by the Brown Co., Portland, Maine. This paper is identified as sample *C*. The information here given about the samples is taken from the memorandum in the front of each test book.

A description of the three papers is reproduced from the memorandum as Table II. The sample identification letters, *A*, *B*, and *C*, have been assigned only for reporting purposes.

TABLE II

MEMORANDUM ABOUT THE PAPER STOCK OF THIS VOLUME

This copy of Volume XIII of the Dictionary of American Biography is one of twenty-five run off as a test to determine how various kinds of paper stand up under actual working conditions.

Front matter and pages 1-198 are printed on the same stock as used for the regular trade edition, namely "American Writing Paper," 100% rag, a stock weighing on the basis of a 25" x 38" sheet, 60 lbs. to 500 sheets, made by the American Writing Paper Company, Holyoke, Massachusetts. The chemical tests of this paper give the following results:

[Sample *A*]

Alpha content — before aging	95.	%
— after aging	91.8	%
Copper number — before aging	.32	%
— after aging	.73	%
Rosin content	.97	%
Total acidity	.018	%
pH	6.4	%
Fold — before aging *M	74.7	
**C	48.5	
— after aging M	49.0	
C	39.5	

* M — Strips cut with the machine.

** C — Strips cut against the machine.

TABLE II (continued)

Pages 199-358 are printed on "Worthy Permanent Book, 100% rag, white," a stock weighing on the basis of a 25" x 38" sheet, 70 lbs. to 500 sheets, made by the Worthy Paper Company Association of West Springfield, Massachusetts. The chemical tests of this paper show the following results:

[Sample B]

Alpha content — before aging	95.41	%
— after aging	94.2	%
Copper number	.456	%
Copper number, increase in oven	.0201	%
pH	6.3	%
Rosin content	.596	%
Folding endurance — not specified ; loss in oven	5.8	%

Pages 359 to the end of volume are printed on "Special Alpha Natural 60 lb. run d-27139, 100% Solka," purified cellulose made by the Brown Company, Portland, Maine, a paper weighing on the basis of a 35" x 38" sheet, 60 lbs. to 500 sheets, and made by Dill & Collins Paper Company, Philadelphia, Pennsylvania. Chemical tests of this paper show the following results:

[Sample C]

Alpha content — before aging	90.7	%
— after aging	87.25	%
Copper number — before aging	.92	%
— after aging	.98	%
pH	5.7	%
Rosin content	.2	%
Folding — before aging	5.5	%
— after aging	4.7	%
Loss in folding after aging	.8 or 14.5	%

In addition to the sheets specified above, two sample sheets of each stock are bound at the end of the volume to permit later checking or testing without harming the text.

THE AFTER-USE TEST PROGRAM AND ITS IMPLICATIONS

In April 1955 — 21 years after the test volumes had been sent to the libraries — the Institute of Paper Chemistry was asked by the last surviving member of the Joint Committee, H. M. Lydenberg, former director of the New York Public Library, to test the quality of the paper in those experimental volumes and prepare a final report that could be submitted to the cooperating councils in completion of the experiment begun by the Joint Committee. The Institute agreed to carry out the desired chemical and physical tests and to prepare a report for submission. This is that report.

On July 15, 1955, a letter was sent out by Mr. Lydenberg to the cooperating libraries asking that the test volumes be sent to the Institute of Paper Chemistry. Eighteen of the original 25 test volumes were returned and tested. One of the test volumes was lost in shipment to the Institute of Paper Chemistry or was misplaced after its arrival.

The staff of the institute, after reviewing the original and final data, at first decided against publishing a scientific report covering the full study for a number of reasons relating largely to the physical tests on the paper. One reason was that the paper made with Solka pulp was a weak sheet if we accept the physical data provided for sample *C* in the memorandum reproduced above; nor is there any description of the folding test used to determine the actual fold value of this sheet. We know today that highly purified pulps are hard to convert on a 100% basis into book papers of acceptable physical properties; and today's mills would probably not attempt to do so even experimentally. Another reason against publication was that no reproducible physical data were supplied for sample *B*, made by the Worthy Paper Co. Assn. Although other questions could be raised regarding the scientific validity of comparing the original and the current data, the two reasons given seemed at the time to justify presenting only a generalized report to the cooperating societies and publishing nothing. After further consideration, however, we have decided to publish a somewhat modified report, calling attention both to weak points of the experiment and to results of significant interest.

The first question to which the experiment was meant to provide an answer was "Will a book printed on paper made with 100% Solka pulp hold up as well under library use as the same weight sheet made of 100% rag stock?" The second question was "To what extent do such variables as geographic location, degree of use, and atmospheric conditions affect the degree of deterioration in books printed on rag and Solka paper?"

1. Chemical tests made on the rag paper of the American Writing Paper Co. and on the purified woodpulp paper of the Dill and Collins Paper Co. show that neither sample had deteriorated to an unusual degree in any of the 18 locations. The test results on the second rag sheet (sample *B*) do not appear to be worth much consideration, but they are included in the appendix to this report.

The alpha-cellulose value of the rag sheet (sample *A*) was found in the test to range from 90.0% for the New York Public Library volume through 91.1% for the Pittsburgh volume, up to 94.7% for the Seattle volume. The alpha-cellulose value found in the

sample *C* paper ranged from 85.0% for the New York Public Library volume through 85.4% for the Pittsburgh volume up to 90.1% for the volume from Seattle. Part of this range may be due to a variation in the original alpha-cellulose values of the paper going into the different volumes. These should all have been tested before the volumes were sent out.

We have reason to believe that the original chemical tests of the rag paper (sample *A*) and the tests of it after the aging period were made by the same methods and that the results are therefore accurate within the limits of an empirical test. The chemical changes in this paper during natural aging may be summarized by saying that after 21 years rag paper *A* had lost on the average 2.6% of its original alpha-cellulose (resistant cellulose) and 1.3 pH units (indicating some increase in acidity), and had gained 0.8 units in copper number. The maximum loss in alpha-cellulose was 5.0% for the New York Public Library volume, and the minimum loss was 0.3% for the Seattle volume. These changes are all indices of chemical deterioration. The comparable indices of deterioration for the woodpulp paper (sample *C*) were not significantly different: alpha-cellulose loss, 3.7%; loss of pH units, 1.4; increase in copper number, 0.7 units. The alpha-cellulose values of both samples after 21 years of natural aging would still be regarded as excellent. From this fact it may be concluded that, given an original folding strength about equal to that of the rag stocks, the Solka sheet might have shown quite satisfactory aging results within the limits of the test.

An average of all the fold data for each sample in the two directions reveals that the folding endurance of sample *A* (American Writing Paper, 100% rag) was 62 and now is 10. The folding endurance of sample *B* (Worthy Permanent Book, 100% rag), for which no original value was given, now is 9. The folding endurance of sample *C* (Solka sheet) was 6 and now is 3. It should be noted that the folding endurance of the American Writing Paper is better now than the *original* folding endurance of the Solka sheet (of questionable value in view of our ignorance of the original test method).

Inasmuch as the original tensile strength values were not given, there is no way of telling how much the samples have deteriorated with regard to this property over the past 22 years.

There follows a summary of the averages for sheets from 18 copies of the volumes tested with high and low values and average change (Table III), and the complete chemical test data for each of the 18 copies (Table IV).

TABLE III
CHEMICAL TESTS ON RAG SHEET *A* AND SOLKA SHEET *C*

	% Alpha-Cellulose		pH		Copper Number	
	A*	C**	A	C	A	C
1. Original sample	95.0	90.7	6.4	5.7	0.3	0.9
2. Average (after use)	92.4	87.0	5.1	4.3	1.1	1.6
3. High	94.7 (22)	90.1 (22)	5.8 (22)	4.5 (22)	2.0 (4)	2.3 (14)
4. Low	90.0 (4)	85.0 (4)	4.2 (14)	4.0 (14)	0.72 (24)	0.89 (22)
5. Average change (1-2)	-2.6	-3.7	-1.3	-1.4	+0.8	+0.7

* American Writing Paper rag sheet.

** Dill & Collins Solka sheet.

The numbers in parentheses refer to the test copy numbers (Table I).

2. A quick review of the values for sample *A* and sample *C*, in Tables IV and V, shows that the greatest changes, both physical and chemical, had occurred in the books from Columbia University, the New York Public Library, the Carnegie Library of Pittsburgh, and the University of North Carolina. The least changes had occurred in the books kept in the Seattle and Butte public libraries, at Colorado College, and at McGill University. It is not easy to pinpoint cause and effect, but the books showing the greatest degradation were the ones that had apparently been most used; and those showing the least degradation were those in the best general condition, which had been subjected to least use. The Columbia and New York Public Library volumes had received hard enough use to require re-binding. Those from the Library of Congress, the Cincinnati Library, the Carnegie Library, and the University of North Carolina were described as being in "poor condition." Those from Colorado College, McGill, and Dalhousie were in such good condition as to suggest that they had been used very little. The cover of the Seattle volume, though it showed more wear than the three volumes just mentioned, was still in excellent condition.

Table VI provides a comparison of the tests for the New York Public Library volume, representative of the volumes in bad general condition; for the New Orleans volume, in fair to poor general condition; for the Iowa State College volume, in fair to good general condition; and for the Seattle volume, in good general condition. The ratings of condition were based on general appearance; the tests were for papers *A* and *C*. In this table the Seattle copy shows in general the least degradation by both physical and chemical tests. The New Orleans copy and the Iowa State copy show relatively slight differences but on all counts are below the Seattle copy. The New York copy shows the greatest degradation by a fairly wide margin.

TABLE IV
COMPOSITION OF PAPER SAMPLES AFTER USE

	Alpha Cellulose			Starch			Ash			Rosin			Viscosity			Hot Water pH			Cu. No.		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
1. Dartmouth College	91.7	90.7	88.1	2.4	0.7	8.0	7.5	8.9	7.5	7.0	.50	9.1	7.4	9.7	5.1	5.9	4.4	1.0	0.8	1.6	
2. Boston Public*	92.8	89.1	87.7	2.4	0.5	8.6	7.0	8.9	.89	.65	.53	5.6	5.9	6.4	4.7	5.2	4.2	1.7	1.5	2.1	
3. Columbia University	90.0	90.7	85.0	2.4	0.4	8.6	7.8	8.8	.97	.82	.59	5.1	5.2	6.8	4.2	4.8	4.1	2.0	2.0	1.9	
4. N. Y. Public	91.8	90.1	86.6	3.1	0.9	8.4	7.2	8.6	.69	.60	.46	8.9	7.8	8.7	5.1	5.9	4.4	.88	.74	1.4	
5. N. Y. Public*	91.8	89.5	86.8	3.0	0.8	8.6	7.6	8.8	.77	.71	.49	6.6	6.0	6.8	4.9	5.5	4.2	1.5	1.4	1.8	
6. St. Lawrence U.	92.4	88.6	86.5	2.7	0.7	8.8	7.3	8.8	.78	.65	.53	7.8	6.9	8.2	5.1	5.7	4.4	1.1	1.2	1.8	
7. Library of Congress	92.1	88.1	87.6	2.6	0.7	8.5	6.1	8.9	.65	.69	.45	7.6	7.0	7.3	4.7	5.5	4.2	1.1	.95	1.6	
8. U. of North Carolina	93.1	91.6	86.9	2.6	0.6	8.5	8.3	8.9	.77	.66	.40	8.3	6.9	8.0	5.6	5.8	4.4	.76	.72	1.53	
9. Jacksonville Public	92.0	89.8	85.7	3.0	0.9	8.7	7.4	8.8	.85	.74	.66	5.7	5.6	6.3	4.7	5.3	4.1	1.4	1.3	1.92	
10. New Orleans Public	92.8	90.0	86.3	3.0	0.9	8.5	7.7	8.8	.81	.76	.54	5.9	6.1	6.4	4.6	5.3	4.2	1.1	1.2	1.86	
11. St. Louis Public	91.1	91.4	85.4	2.6	0.4	8.7	8.3	8.7	.75	.62	.49	6.6	5.5	6.0	4.6	5.2	4.0	1.6	1.8	2.3	
12. Cincinnati Public	92.0	90.0	85.5	2.5	0.4	8.7	7.4	8.7	.77	.63	.49	7.9	7.3	8.3	5.0	5.8	4.5	1.1	.92	1.44	
13. Cleveland Public*	92.6	91.5	89.2	2.8	0.7	8.7	7.2	8.6	.67	.65	.48	9.1	7.9	11.7	4.9	5.8	4.3	.74	.74	1.09	
14. Carnegie Pitts. Public	93.9	93.0	88.7	2.9	0.2	8.5	7.8	8.9	.61	.62	.50	8.0	7.6	9.0	5.8	5.7	4.3	.74	.76	1.42	
15. Creter Chi.*	92.3	91.4	88.7	2.8	0.4	8.2	8.3	8.8	.71	.64	.49	7.5	9.7	8.3	4.8	4.5	4.3	1.0	1.2	1.54	
16. Ames	94.7	93.2	90.1	3.0	0.8	8.7	8.2	8.9	.85	.73	.55	8.4	7.5	10.3	5.6	5.8	4.5	.85	.87	.89	
17. Butte	92.4	91.5	88.0	2.2	0.3	8.5	8.2	8.8	.69	.58	.47	8.1	7.5	9.0	5.8	5.9	4.4	.72	.78	1.38	
18. Colorado College	93.9	92.7	87.9	3.1	0.7	8.7	7.9	8.7	.71	.61	.48	8.8	8.0	8.8	5.7	5.7	4.3	.81	.72	1.25	
19. Arizona U.*	95.0	95.4	90.7						2.7	.60	.20			6.4	6.3	5.7	3.2	.46		.92	
20. USC L. A.																					
21. Calif. U. Berkeley *																					
22. Seattle Public																					
23. Toronto Public *																					
24. McGill Montreal																					
25. Dalhousie U., N. B.																					
Original Values in 1934 (Table II)																					

Original Values in 1934
(Table II)

A — American Writing Paper 100% Rag
B — Worthy Paper Mfg. 100% Rag
C — Dill & Collins 100% Solka Pulp

* Volume not available for testing.

TABLE V
STRENGTH DATA OF PAPER SAMPLES AFTER USE

	A		B		C		Schopper Fold		Schopper Tensile		C	
	Basic Wt., lb. 25 x 38	56.1	Basic Wt., lb. 25 x 38	71.2	Basic Wt., lb. 25 x 38	60.8	A In Acr.	B In Acr.	A In Acr.	B In Acr.	In Acr.	In Acr.
1. Dartmouth College							14	8	9	9	4	2
2. Boston Public*							10	8	7	7	3	2
3. Columbia University							9	6	7	7	3	2
4. N. Y. Public												
5. N. Y. Public*							14	8	9	9	3	2
6. St. Lawrence U.							11	7	8	8	3	2
7. Library of Congress							9	6	7	7	3	2
8. U. of North Carolina							12	9	8	9	3	2
9. Jacksonville Public					61.6		12	7	9	9	4	2
10. New Orleans Public	57.3		71.2		61.5		8	8	7	8	3	2
11. St. Louis Public	56.9		72.5				12	8	9	9	3	2
12. Cincinnati Public							8	8	8	9	3	1
13. Cleveland Public*							12	7	8	8	3	2
14. Carnegie Pitts. Public							13	9	10	9	5	2
15. Crerar Chi.*							14	9	11	10	4	2
16. Ames												
17. Butte												
18. Colorado College												
19. Arizona U.*												
20. USC L. A.												
21. Calif. U. Berkeley*												
22. Seattle Public												
23. Toronto Public*												
24. McGill Montreal												
25. Dalhousie U., N. B.												
Original Values in 1934 (Table II)												
A — American Writing Paper												
100% Rag												
B — Worthy Paper												
Mfg. 100% Rag												
C — Dill & Collins												
100% Solka Pulp												

* Volume not available for testing.

TABLE VI

COMPARISON OF PAPERS <i>A</i> AND <i>C</i> FROM VOLUMES IN "GOOD" AND "BAD" PHYSICAL CONDITION									
	Volume Condition	SR Folding Test		Tensile Test		α -Cellulose		pH	
		A	C	A	C	A	C	A	C
N. Y. Public (4) Machine Across	bad	9	3	15.9	11.1	90.0	85.0	4.2	4.1
		6	2	8.2	5.1				
New Orleans (10) Machine Across	fair to poor	12	4	16.9	12.5	93.1	86.9	5.6	4.4
		7	2	9.5	5.8				
Iowa State (16) Machine Across	fair to good	12	3	17.0	12.0	92.0	85.5	5.0	4.5
		7	2	9.6	5.8				
Seattle Public (22) Machine Across	good	14	5	16.9	12.3	94.7	90.1	5.6	4.5
		8	2	9.7	5.8				
Original (as determined by the manufacturer)		74.7	5.5 Av.	No data		95.0	90.7	6.4	5.7

It is thus evident that there is a direct relation between the extent of use and the extent of deterioration. While this might almost be expected, we are now able to show specifically that the books that had been most used, as evidenced by their general appearance, also had the lowest residual strength (as measured by the folding test), the lowest alpha-cellulose content, and the highest acidity.

3. The experience gained in this very laudable research program points to the hazards involved in long-term studies. The first purpose of the program was not fully achieved because the original test methods employed were with one exception not so clearly described as to be capable of reproduction at the end of the test period. The lack of a clear description of methods was more serious than would appear on the surface, for between the beginning and the end of the experiment the standard methods of testing had changed.

The author wishes to express his appreciation to the various members of the staff of the Institute of Paper Chemistry, too numerous to name, who have participated in the testing program. Furthermore, it should be noted that the original test program of the Joint Committee would never have been completed had it not been for the determination of H. M. Lydenberg, whose keen interest in having the study completed and the results made available to librarians and archivists has been responsible for bringing the program to a conclusion and for the writing of this report.

APPENDIX

For those who may be interested, the following is a description of the physical and chemical tests employed:

1. *Physical Test Methods*

The basis weight was determined on samples taken from the copies numbered 1, 9, 10, 16, 20, 22, and 25. Schopper fold and Schopper tensile were determined on samples taken from the copies numbered 1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 14, 16, 17, 18, 20, 22, 24, and 25. Tests were carried out at 65% RH and 70°F in order to match procedures used in the early thirties. The results of these determinations are shown in Table V. The basis weight determinations were made on unprinted sheets taken from the back of each book. The fold and tensile determinations were made on printed pages. Ten pages for each sample were used, and these were selected at regular page intervals from the various copies. Ten specimens, one from each page, were tested for both directions of the paper.

It should be stressed that the test employed for determining folding endurance is primarily designed for papers of fairly high strength. Just what its significance is on papers of low folding endurance is questionable. As an illustration of this, we checked the folding endurance of the three types of paper on the MIT folding tester at three tensions — the specified tension of 1 kg., a tension of 500 grams, and a tension of 200 grams. From the data we extrapolated to zero tension. (In actual use when a page in a book is folded by a careless reader, the tension is probably very low.) The results appear in the following table.

TABLE VII
FOLDING TESTS FOR COPIES 4 AND 18

		<i>Number of Double Folds to Failure</i>			
Tension :		1 kg.	500 g.	200 g.	Extrapolated
Volume 4 (N. Y. Public Library)					
Sample <i>A</i> (American Writing Paper)					
Machine direction		6	32	1031	22,700
Cross machine direction		4	31	774	14,600
Sample <i>B</i> (Worthy Paper Co.)					
Machine direction		4	19	394	7,300
Cross machine direction		4	24	290	2,200
Sample <i>C</i> (Dill & Collins — Solka)					
Machine direction		2	8	70	450
Cross machine direction		1	5	42	260
		<i>Number of Double Folds to Failure</i>			
Tension :		1 kg.	500 g.	200 g.	Extrapolated
Volume 18 (Colorado College)					
Sample <i>A</i> (American Writing Paper)					
Machine direction		6	50	1283	17,400
Cross machine direction		5	34	1032	16,000
Sample <i>B</i> (Worthy Paper Co.)					
Machine direction		5	25	684	17,900
Cross machine direction		5	28	915	22,000
Sample <i>C</i> (Dill & Collins — Solka)					
Machine direction		2	9	148	2,000
Cross machine direction		1	5	76	900

Evidently all three samples still have residual folding strength for some extended period of use. The extrapolated values suggest the need for the development of a special folding test for weak sheets. After the long period of use, the rag sheets, however, are clearly superior to the Solka sheets, under all four tensions with the MIT folding tester. In all probability they were originally superior. (The implied lack of certainty here is due to the fact that we are not certain whether Dill & Collins folds were made with the Schopper tester or with the MIT tester.)

2. Chemical Test Methods

1. Alpha cellulose. Method of Bureau of Standards, circa 1930. See Burton, J. O. and Rasch, R. H., Bureau of Standards Journal of Research, No. 6, 603-13 (Jan.-June, 1931). The weight of sample was corrected for starch, rosin, and ash. The weight of alpha cellulose was corrected for ash.

$$\% \alpha = \frac{(\text{wt. of alpha cellulose}) - (\text{ash in alpha})}{(\text{Sample wt.} \times \text{moisture factor}) - (\text{O. D. sample wt.})} \times \frac{(\% \text{ ash, starch \& rosin})}{100}$$

2. Starch. Determined colorimetrically with iodine-iodide following water extraction.
3. Ash. Institute Method 610.*
4. Rosin. Institute Method 604.*
5. Cuprammonium viscosity. Institute Method 420 with the following modifications. (1) The samples were extracted with boiling water in a Waring Blendor and then filtered through a Gooch filter. (2) The samples were then extracted with 95% ethanol, acidified with acetic acid, and finally washed with 95% ethanol. (3) The samples were air dried and fluffed in a Waring Blendor.*
6. Hot water pH. Tappi Method T 435 m 52.*
7. Copper number. Tappi Method T 430 m.*

*The author will be happy to furnish copies of either the Institute or the Tappi Test Method.

COMMENTS ON DR. LEWIS' REPORT

BY JAMES L. GEAR *

Dr. Lewis and the staff of the Institute of Paper Chemistry have done an excellent job of testing and evaluating the final data from the experiment on the deterioration of book paper. The testing

* Mr. Gear is Chief of the Document Restoration Branch, National Archives.

and subsequent analysis of the data were made difficult by the lack of information on the original test methods and the possible lack of uniformity in the original chemical and physical values of the papers that made up the volumes tested. Although no clear-cut conclusions can be drawn to answer completely and specifically the questions that the experiment was designed to answer, one must agree that some interesting and valuable data were developed.

If a similar experiment were to be initiated today, I should recommend, aside from the obvious control of sample variations and adequate documentation, two additional elements—the testing of calcium-carbonate-filled papers and the use of control samples. The suggestion of including calcium-carbonate-filled papers is based on the work of the National Bureau of Standards and another study in which it was found that papers filled with calcium carbonate were more resistant to natural aging than unfilled papers.¹ Calcium carbonate provides for the absorption and neutralization of acid gases from the atmosphere, thus eliminating most of the deterioration other than that which results directly from use. The Joint Committee may have considered setting aside control samples, to be stored in dead storage in an ideal atmosphere, and then have rejected the plan on the ground that the data would be of little comparative value. I believe, however, that such data would be extremely useful in evaluating and comparing the effect on paper of differences in geographic location, atmospheric condition, and degree of use.

¹ Merle B. Shaw and Martin J. O'Leary, *Effect of Filling and Sizing Materials on Stability of Book Papers* (National Bureau of Standards, *Research Paper* no. 1149); and F. S. Hanson, "Resistance of Paper to Natural Aging," in *Paper Industry and Paper World*, 20: 1157 (Feb. 1939).

Wyoming State Archives and Historical Department

By LOLA M. HOMSHER *

Wyoming State Archives

ACCORDING to the TV shows involving the West, to authors of western fiction, and to radio programs, the history of the West has been completely wild and riotous, and the name of Wyoming epitomizes all adventure. This, of course, is not entirely true, and recently we have begun to collect and rescue the records that will prove our point. But it is sometimes difficult to convince the public of the truth.

In discussing Wyoming we must remember certain facts in regard to the State. Wyoming has been the eighth, and since the admission of Alaska is now the ninth, largest State in area. Yet in population it is forty-seventh on the list, having only about 300,000 inhabitants. This number would, of course, be lost in a corner of some of the metropolitan areas from which many of you come. Politically Wyoming is subdivided into 23 counties.

Wyoming is a relative latecomer in the Union, admitted in 1890 as the forty-fourth State. It had been made a Territory in 1869, just 2 years after the arrival of the Union Pacific Railroad at the infant town of Cheyenne. Before 1867 the only permanent settlements in what is now Wyoming were several military forts and a number of stage and telegraph stations along the Oregon and Overland Trails.

The history of Wyoming is very close to the present, so close that it is difficult at times to make our people appreciate it. I have numbered among my friends and acquaintances persons who, as children, arrived in Cheyenne soon after the creation of Wyoming Territory. The history of the Territory and State was a part of their lives; and, although some of them appreciated it, many were more interested in their antecedents in the East.

This is not to say that there was no early interest whatever in Wyoming history. In 1895 the legislature created the Wyoming Historical Society and charged the State librarian with custody of

* Paper read on Aug. 20, 1958, at the annual meeting of the Society of American Archivists in Salt Lake City, Utah. The author is Director of the Wyoming State Archives and Historical Department.

all property belonging to the society. The secretary of the society was actually the historian of the State, and many valuable private records were collected by Historian Robert C. Morris. He also brought together the nucleus of a museum.

Unfortunately inertia set in almost as soon as the society was organized, for the legislators' desire to have Wyoming's records collected was implemented by a yearly stipend of only \$250 for the work. This was the annual budget from 1895 to 1919. The result, of course, was disastrous. The State librarian continued to serve as custodian of the holdings of the society, but many of them had disappeared by 1918.

From 1919 to 1932 the State had an official historian. During the depression, however, the State librarian was made historian *ex officio*, and this arrangement continued until 1951. Up to that year all appointments to the office of historian, whether as historian alone or as librarian, were political. The appointments were for 2 or 4 years, and the persons appointed were not required to have any professional qualifications.

Space, equipment, and finances were continual problems to the Historical Department. From 1919 until 1937, the department was moved around the Capitol Building, and its museum cases stood in the corridors, unsupervised. There was practically no space in which collections of historical papers could even be stored.

In 1937 the State Historical Department was given quarters on the ground floor in the new Supreme Court and State Library Building. Here the historian had a museum area, an office, and a small vault. The excellent Wyoming newspaper collection, which had accumulated through the years, was housed in the document area of the State Library. Although some problems were solved, the problem of adequate space for storing historical collections of papers and the problems of finance were still acute. In a very short time the museum also became overcrowded.

Each historian and historian *ex officio* did the best she could under the circumstances. The work of collecting private papers had a start; the museum, although small, was a going concern; and the historian from time to time urged in her biennial report that an archives law be passed. The first mention of the need to establish an archives division was made in the report of the historian for 1920, and this was repeated in 1922.

In 1943 a public record law was passed, under which all public officers were requested to deliver to the State historian records no longer needed for their current business if the records were deemed to be historically important. This law was not implemented; and,

except in the case of one or two departments of the State government that had great accumulations of records, practically no action was taken under it.

Until 1950 little concern was expressed over historical work in Wyoming. At that time the Wyoming Federation of Women's Clubs passed a resolution urging that the State Historical Department be reorganized to function under a nonpartisan board, which would appoint a director on the basis of qualifications rather than political affiliation, and that an archives division be created.

A law passed by the legislature in 1951 created the State Library, Archives, and Historical Board. The State Library is headed by the State librarian and is a separate division. The State Archives and Historical Department and the State Museum are headed by a Director, a position which I have filled since it was established.

The board is composed of the State attorney general and eight other members, seven residing in the seven judicial districts of the State and one member at large. The members are appointed by the Governor for terms of 6 years each, with the terms staggered so that not more than three members are appointed every 2 years. The Director of the Archives and Historical Department is appointed by the board on the basis of professional qualifications.

When I took over the position as Director in the fall of 1951, I found I had an overcrowded State Museum, a Historical Department that had been relatively inactive but had collected private papers and newspapers of the State, and a drawer marked "Archives," in which a number of early unbound issues of newspapers, carefully labeled, had been filed. In the small vault were a number of records from the Treasurer's Office, only a part of which had permanent value, and a number of files of routine letters of transmittal from the Office of the Secretary of State, which were later discarded.

The first task that confronted my small staff was to move the museum and the Historical Department to new quarters, larger but not well planned for our operations. To summarize, the move was made, the museum displays were reorganized and set up, and my staff and I turned our thoughts to the historical and archival divisions.

The records that were archival in nature were separated from the private historical papers. Everything up to this time — museum items, historical collections of papers, and archives — had been accessioned together. No real system of handling the records had been attempted; so, once they were physically separated, a new system of recordkeeping was instituted. Three sets of records were be-

gun so that the holdings of the three divisions could be distinguished from each other.

Since the new law directed that we institute many new activities, a tentative timetable was set up. After the move into new quarters in 1952, plans were made in 1953 for the organization of a State Historical Society, for the former one had long since expired. The historical society proved to be a success from the start, and its membership has averaged annually about 900. In addition 12 of the 23 counties in Wyoming have organized county chapters of the society. We now know where to turn for help, and as the society grows in strength and importance we shall have stronger support from the citizens throughout the State.

After the organization of the historical society the timetable called for the beginning of an archival program. In 1954 we began an educational program to tell both State officials and ordinary citizens just what an archival program could mean. This has been a slow and tedious process, and it will be necessary, of course, to keep on with it for many years to come.

Because space has always been and still is our crying need, I began working for a microfilm division within the State Archives program. In the spring of 1954 I interested the Legislative Permanent Ways and Means Committee in such a program, and I was asked to make a survey to see just what would be needed for starting a microfilm program. A number of persons in State government had been interested in such a program, but they had been unable to persuade the legislature to provide funds for one. Several microfilm units were in use in the State offices: the Sales Tax Division and the State Highway Department were using microfilm, the former to save space by filming records that could be destroyed after a period of 10 years, the latter as a part of its current record program. Also in 1954 I had begun the microfilming of current Wyoming newspapers to conserve space in the Historical Department.

Because of an overload of duties and an understaffed department, I could not make a survey during the spring and summer of 1954. When I was told that some legislators were definitely interested in the program, I obtained extra funds to hire someone to make a survey under the sponsorship of the Archives Department. I employed Dorothy Taylor to make the survey. My staff gave every assistance, and I went with Miss Taylor to the various offices for preliminary interviews and explained just what we wanted for the survey and what we hoped would be the result. Since the survey had to be completed in a single month, it was made chiefly through ques-

tionnaires, but a high rate of return gave some assurance of accurate results.

The survey reached the conclusion that, since all available file and storage space in the State buildings was filled to capacity and since there was no immediate possibility of getting a new record storage area, a microfilm program should be instituted to assist with the immediate problem of reducing the bulk of old stored records until such time as a record center could be provided. Governor Simpson, who was elected to office in the fall of 1954, had in mind suggesting such a program; and the survey fitted into his suggestions to the legislature. The new law was originally written so that the microfilm division should be a part of the State Archives Department, administered by the State Library, Archives, and Historical Board. In the process of legislation, however, the board was changed, to be composed of the five elected officials.

Under the law as finally passed, any office of government could ask to have its records filmed. But the disposal of records was put under the jurisdiction of the Archivist. We were most anxious to dispose of the valueless records rather than have them filmed with a consequent waste of money that would put the whole program in a bad light.

The Governor called me in to meet with the Board of State Supplies, under which the Microfilm Department was to function, and asked my help in launching the program. He also instructed me to continue to meet with the board and the microfilm administrator at future meetings. The farsightedness of the Governor has been of great help in this program. Dorothy Taylor was appointed administrator of the Microfilm Department, and we have continued to work together.

To get good results, we interpreted the laws broadly to fit the various jobs in their proper places. The Archives Department surveys records of each State office, inventorying them as best it can under the trying circumstances of overcrowded storage areas. After the survey the records are analyzed and recommendations for their disposition are made by the Committee on Public Records, composed of the head of the department concerned, the State Archivist, the attorney general and, since 1957, the microfilm administrator.

Since we have but little room for the transfer of any original records to the Archives, we have accepted only the early records of the governors, the secretary of state, and the Brand Division, and a few small miscellaneous groups of records from other offices.

Through the microfilm program we have filmed for security many of the early records, the originals of which are retained by the

originating offices. Large groups of other records have been microfilmed and the originals destroyed; and through our analysis program we have also disposed of large groups of records without filming. All film made by the Microfilm Department must, according to law, be deposited in the State Archives after it is checked to see that it meets proper standards, and the film thereupon becomes a part of the archival holdings of the State.

A part of our archival program might better be termed a record management program. In only a few instances — and only to save space — are records being filmed that might be stored in a record center and destroyed after a period of years. A microfilm program was begun on the county level in October 1957, but microfilming in the counties is done entirely for security. Later we hope to expand the work in the counties.

It always takes time to reach the point where one can reassess a program and initiate the changes necessary for a better balance or for a reorganization. In Wyoming the time has arrived when Dorothy Taylor and I can point out to the Governor and the legislature a better plan for the future, one in which a record center will be an important element, in which we think there will be a reduced microfilm program, and in which record management will have a real part. The plan has been drawn up and soon will be submitted to the legislators.**

Wyoming is now developing a strong archival and historical program. If and when the reorganization plan goes into effect — and we sincerely hope that it will be accepted by the coming legislature — a good many of our present problems, which emanate from overlapping duties and authority, will disappear.

Because of the way in which historical interests grew up in Wyoming, the work in various fields is under several boards or commissions. They will all, we hope, be drawn together under the State Archives and Historical Board, which is already charged with most of the duties. Since approximately \$300,000 a biennium is at present being spent on the various historical, museum, archival, and microfilm activities under the several boards and commissions in the State, I am sure that by coordinating the work a better job can be done.

In Wyoming — which, as I earlier pointed out, is one of the States containing a large area but a small population — drawing all the various functions under one board will be more satisfactory

** Since this paper was written the legislature has passed an act providing for a record center and providing that both the center and the Microfilm Department shall be parts of the Wyoming State Archives establishment. The reorganization went into effect on July 1, 1959.

than having them dispersed under a number of boards or political offices. Researchers who use our records have ready access both to private historical records and to the archival records of the State, counties, and municipalities.

One other question is often asked in regard to our Wyoming organization, and that is the relation of the State Archives to the University of Wyoming Archives. The names are what they imply. The State Archives is the only agency to which archival records of the State and its political subdivisions can legally be transferred. The University Archives contains some archival records of the university.

Actually, the University Archives has another function upon which its archivist concentrates almost entirely — that of collecting personal papers, business records, and other materials for historical research. It was my privilege to open the archives at the university when it was created in 1945, and during the 6 years when I was on the faculty there I worked to save the early university records as well as to establish a research center for western history. While university archivist, I had the name of the division expanded to University Archives and Western History Division of the University of Wyoming Library. The new name, I believe, more closely fits the activities of the department.

The State Historical Department and the University Archives in a sense compete in collecting private papers. But I prefer to think of the two organizations as cooperating to persuade the people of Wyoming to keep their historical materials in Wyoming. A dozen years ago too many important private collections were leaving the State, going to depositories on the east and west coasts. People in Wyoming now have a choice of two depositories in the State for the safekeeping of records that logically belong in Wyoming.

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CEDAR RAPIDS, IOWA

Use of Local Archives in the Study of Local History

By DAVID E. MILLER *

University of Utah

SINCE I have had no training as an archivist, librarian, or curator of manuscripts, project director or editor of a journal, and since I am not even a member of a board of directors of any archival or historical organization, you may feel that I am out of place here. I am strictly a layman — a novice. But that is precisely why I am here, if I interpret my assignment correctly. I think our chairman selected me to speak because he had been led to believe that I had had considerable experience in the actual use of the facilities that have been described here this morning. So my remarks will be personal and informal, concerning my own experiences and some of the problems I have encountered in my research.

As this is a joint session of the Society of American Archivists and the American Association for State and Local History, I shall not limit my remarks to strictly archival matters. Both organizations are concerned with collecting and preserving materials of historical value. But I suspect that there may be some differences of opinion as to what constitutes archival material and what does not. As a researcher I am not concerned with technical definitions and differentiations. Whether an item should be classified as archival material or library material or whether it should belong to a historical collection — private or public — does not matter very much to me.¹ What I want is access to documents, source materials, information — regardless of what they are called or where they are. I hope to be able to find these materials as easily as possible and in a usable condition. I hope to find not only the source materials but also adequate space in which to work — with good light, a table, and a typewriter if possible. If microfilm is involved, there should be plenty of reading machines, such as one finds in the Church

* Paper read on Aug. 20, 1958, at a joint session of the Society of American Archivists and the American Association for State and Local History, at Salt Lake City, Utah. The author is professor of history at the University of Utah.

¹ By this I do not mean to discourage current efforts to enlarge and expand the public archives. On the contrary, the more nearly complete the public collections are the better.

Historian's Library of the Church of Jesus Christ of Latter-day Saints. In addition to the documents and mechanical equipment I hope to find cheerful, qualified attendants, ready, willing, and anxious to help. In listing these items I do not mean to imply a general lack of them, for I have usually been given most cordial and helpful treatment. I wish to compliment the staffs of all the organizations with which I have come in contact.

I am thoroughly convinced of the importance of studying and writing State and local history and have been associated with a few such projects in our own area. The more I delve into local subjects, the more I realize how fertile the field is. In my studies I have become acquainted with some of the local and regional depositories of source materials and have found them indispensable.

Those of us who have done research in the history of the Inter-Mountain West are impressed with the important role of the Mormon Church in that history and with the absolute necessity of becoming acquainted with the Church Historian's Library. For Mormon settlements were not confined to Utah; they extended into Idaho, Nevada, California, Arizona, New Mexico, Colorado, and Wyoming. A study of these areas will inevitably lead to the church archives. The church records not only contain accounts of incidents associated with the religious aspects of the founding of colonies but also contain important documents bearing on government and economic conditions. For the church activity was closely enmeshed in the economic institutions, and there was virtually no separation between church and state in some of the settlements. The church developed a unique colonization program, which was a major influence in the settlement of the West. I have just completed a study of one such colonizing venture, the Hole-in-the-Rock expedition of the San Juan Mission.² This study has taken me into the Church Historian's Library quite regularly during the past half-dozen years, and there I have received complete cooperation. Official church records, minutes of meetings, letters, diaries, and journals have all been made available. It is true that the church does exercise some restricting control over the use and publication of private journals deposited in its archives. But I have never been denied the use of any material there; and without church cooperation I could not have gone far in my study.

I do not mean to imply that the church has been my only source of assistance. The files of the Utah State Historical Society and of the Daughters of Utah Pioneers and private archives of families have

² See David E. Miller, *Hole-in-the-Rock; an Epic in the Colonization of the Great American West* (Salt Lake City, University of Utah Press, 1959).

all been made available. I have found that individuals as well as institutions are usually willing to cooperate in any worthy undertaking.

A researcher usually goes to the archives looking for specific material — not just as a sightseer. He first wants to know if there is any available material pertaining to his problem. This may not always be easy to determine because filing systems are not always consistent. As a result it is sometimes difficult to find material that is actually on file. The researcher hopes to find reference cards dealing with the general subject he is pursuing, plus additional cards for subdivisions of his subject. He hopes to find any special or peculiar information pertinent to the subject listed on separate cards.

A general information card or a brief historical sketch of a subject prepared by the archivist is often of great value. Let me cite an example. If I were undertaking a study of the Utah Land Board it would be of great value to me to see a brief historical outline right at the beginning of my study. This outline would show that the Land Board had passed through various phases of development both in its personnel and in its functions and control. It was first created by legislative action as a separate and more or less independent agency, with members appointed by the Governor subject to senate confirmation. Nearly a decade later the law was amended to include the Governor as a member of the board. For 7 years this situation prevailed. A third reorganization then placed the Land Board under the jurisdiction of the Finance Commission, where it remained for 17 years. Then, in 1957, it was again given independent status. Obviously such a sketch would enable me to understand and evaluate materials I might find for any particular period of the board's activity. During the era of gubernatorial membership, for example, with possible gubernatorial domination, it would be necessary to study the Governor's communications and activities as well as the official minutes of the Land Board. The era of Finance Commission control would also lead to a broader study outside the Land Board minutes. Making such historical sketches may be too much to ask of already busy archivists, but it would certainly be a help to researchers. Utah's State Archivist is undertaking such a program at the present time.

Official papers of the governors of States are usually on file in the State Archives, but much important information could be obtained from the private letters and papers of the governors if they also were deposited there. How to obtain such private papers, of course, becomes a problem, for families are often reluctant to turn such materials over to the State. Efforts should be made, however, to ac-

quire the personal papers of governors and of other officials and prominent men and women.

One rather noticeable weakness I have found in my work is the lack of adequate map collections. Try, for example, to find an accurate map of Salt Lake City before 1860. Yes, there are some to be found in the city archives, but they are extremely rare. The Church Historian's Library has a fair map collection. The University of Utah Engineering Library is making good progress in developing its map file, which is already the best in this area. Archivists and historical societies should be encouraged to collect maps.

What I have said about maps is doubly true regarding photographs — not only of people but of buildings, road projects, and other objects. There may be some difference of opinion regarding the importance of pictures, but I find them most valuable and not very plentiful. The Pioneer Village of the Sons of Utah Pioneers has acquired a collection of 50,000 Charles R. Savage negatives and plates and other photographic material; but no one has yet found time to examine and classify it. It has real value. The Utah State Historical Society has recently acquired a rather extensive personal photographic collection from Nicholas G. Morgan, Sr., to add to its growing collection, which has also been enhanced by a file prepared by officers of the Utah State Road Commission. When properly cataloged, this collection will be of great value to researchers. The Daughters of Utah Pioneers has a growing photograph collection. Such photograph collections should be supported by darkroom facilities — equipment for copying and enlarging to provide prints at moderate cost. Speaking of copying leads me to point out the importance of having access to a photostat outfit or some other means of duplication whereby a researcher may obtain copies of maps and other documents at reasonable cost. Where such equipment is not now available it should be added.

I know that archivists, librarians, curators, and others responsible for collecting, storing, and cataloging materials are constantly busy trying to fill in the blank spaces — to make their record holdings as nearly complete as possible. I wish to encourage them in this and to congratulate them on the progress already made.

I should also like to encourage historical societies and other organizations such as the Sons and Daughters of Utah Pioneers in collecting and displaying museum materials, which are also source material. These organizations should also continue their work of identifying and accurately marking historic sites. Utah has several unmarked or mismarked important sites; other States are doubtless in the same predicament.

In closing this brief report I should like to emphasize the importance of fieldwork in history, especially here in the West, where so many important sites remain virtually unaltered. A trip into the Great Salt Lake Desert, where the century-old wagon tracks are still clearly visible and the desert mud is still mighty sticky, will certainly enable one to appreciate the trials of the Donner party and others who used the Hastings Cutoff. No one can really appreciate the difficulties and achievements of the Domínguez-Escalante expedition of 1776 in the Glen Canyon region without actually retracing the route through that desolate but spectacular country to the Crossing of the Fathers. Visit the site of the Golden Spike, and examine the parallel roadbeds built by rival railroad companies. Paddle to Frémont Island in Great Salt Lake, climb to the summit, and relax on the spot where the "Pathfinder" sat as he surveyed the lake with his spyglass, while Kit Carson in the shade of a nearby rock "carved a huge cross which is there to this day." But don't hunt for Frémont's lost spyglass cap — you won't find it.

Yes, go to the archives, get the record and document the facts; then hit the trail and really study, appreciate, and write local history!

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Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Archivum; Révue Internationale des Archives, publiée sous les auspices de l'UNESCO et du Conseil International des Archives. Vol. VII, 1957. (Paris, Presses Universitaires de France, 1958. vii, 288 p. 1,500 fr.)

In this issue of *Archivum*, the editors continue the series of articles, begun in 1956, dealing with governmental archives buildings in various parts of the world. The issue contains articles on archives buildings in the Soviet Union, Warsaw, Budapest, East and West Germany, Paris, London, Finland, the United States, and Cuba. Old, new, and proposed buildings are described. The articles deal with such topics as architecture, construction materials, storage areas and equipment, administrative and service quarters, and fire protective systems; and plans, drawings, and photographs are included.

An article by I. Vronin on the construction of archives buildings in the U. S. S. R. is of special interest because its subject is unfamiliar to most of us. We learn that since 1917 archival depositories in the Soviet Union have increased from about 10 to more than 4,500. A number of prominent structures have been converted to archival uses, among them the former Senate and Synod Building in Leningrad and the Petrovski Palace in Moscow. Fifteen buildings for State archives are now under construction, in Moscow, Ashkhabad, Stalin-grad, and other cities. Three standard types of building have been designed to house State records in local areas.

A new State archives building of unusual design is to be completed in Warsaw in 1961. To a rectangular storage structure is attached a 4-story circular building containing offices, workshops, search rooms, a library, and other facilities.

The Archives Nationales in Paris completed its Louis-Philippe wing in 1957. In the wing was installed a unique type of shelving that will unquestionably be adopted elsewhere in the same or similar form as a significant way of saving space. The standard practice in storage areas is to erect one double row of shelving between two aisles, with a row (or double row) of documents facing each aisle. In the Louis-Philippe wing, between two aisles are six rows of shelving, three facing one aisle and three the other. The two innermost rows are stationary. Sections of the shelving of the other four rows are movable, opening like vault doors.

It appears to be characteristic of modern archival structures in both East and West Germany to have separate buildings for records and for administration, the two joined by a *Zwischentrakt*. A striking aspect of the new 6-story Staatsarchiv at Coblenz is the use of glass brick on the exterior, which is said to absorb 50 percent of the sunlight.

In his article "Buildings and Equipment of Federal Records Centers in the United States," E. G. Campbell discusses how a record center differs from an archival establishment with respect to plant, equipment, and operations.

The 1957 issue of *Archivum* also includes the usual analytical bibliography (2,412 entries), covering publications related in some way to archives.

PHILIP P. BROWER

National Archives

Archives — Techniques and Functions in a Modern Society. (Proceedings at the Summer School in Archives held at the University of Sydney, March 1957. Sydney, New Century Press, 1957. 84 p.)

One of the best evidences of archival progress in Australia appears in the proceedings of the summer school in archives at the University of Sydney, Mar. 5-7, 1957. These proceedings cover 3 days of discussion, the first of which was devoted to "The Records of Government," the second to "The Work of the Archivist," and the third to "The Archivist in the Business World."

Perhaps the most thoughtful and significant of the papers delivered at the school was that of Ian Maclean, Chief Archives Officer of the Commonwealth Government of Australia. Maclean discussed the nature of modern public record administration and the relations of record officers and archivists, topics that are of very considerable interest to American archivists. Among the points that he discussed were (1) the changes in the roles of the record officer and the archivist, (2) the changes in the records themselves, (3) the new approach to public record administration, (4) the stages in the treatment of public records, and (5) the objectives, planning, and liaison techniques of the various stages.

In discussing changes in the roles of the record officer and archivist, Maclean pointed out that

... the archivist is now concerned directly with the records of *both* the remote *and* immediate past and is indirectly concerned with those of the present; the records officer is concerned indirectly with the records of the immediate past and directly with those of the present; and both are concerned with the needs of the future.

The changes in the records themselves, he thought, were both quantitative and qualitative. Files developed under the modern registry system, he explained, have become "subject dossier files," often containing documents relating to more than one transaction and serving two purposes: one to provide evidence of action, the other to supply information on the subject to which the files pertain.

The new approach to public record administration, therefore, should take into account the two functions that registries serve — the registrative and the reference functions. The objective of the record officer should be to devise principles of classification that serve both functions. Maclean observed that

... sooner or later, and the sooner the better, the central core of any training course for both records officers and archivists will be a study of the principles of arranging modern departmental (or institutional) records and a comparative analysis of classification techniques.

With this observation I believe no discerning archivist will quarrel.

The stages of treating public records, according to Maclean, relate generally to planning (1) current record control, (2) disposal, (3) intermediate record control, and (4) archival arrangement.

On each of these stages Maclean has some thoughtful comments. In planning current control he notes that the Commonwealth Government expects to appoint and train special record management officers in various departments. In planning for disposal he suggests that the emphasis be placed on selecting the valuable records rather than on eliminating the useless, an emphasis that American archivists will endorse. He stresses the importance of current classification as a key both to improving reference service and to planning for disposal. Intermediate record control, Maclean points out, is a conservative rather than a creative stage in the management of records. He believes that a record center is more economical as a repository for current records than the file rooms of a department, "provided the records of temporary value are assessed and sentenced for destruction before they are transferred," a proviso with which American archivists are in hearty accord. Although it may be doubted whether his conclusion is valid that "central storage makes it a great deal easier for the archivist to analyze and prepare his final classification," another conclusion is undoubtedly valid, that "the liaison between records officers and archivists at this stage needs to be very close." In planning for archival arrangement, Maclean holds that it is necessary to identify series, to establish their history, and to analyze the record systems under which they were organized during their current life. On the whole, the paper is a thoughtful and original consideration of the problems of modern public record administration and the relations of record officers and archivists.

The second article on "Archives in New South Wales" by Allan Horton, Archivist of that State, is devoted to a discussion of the history of archival developments in the State; the criteria for selecting valuable public records; and the methods of storage, description, and arrangement. It, too, is a thoughtful paper, devoted largely to a defense of what has happened in the State. A commentary on the two preceding papers by Marjorie Jacobs, acting professor of history in the University of Sydney, is devoted chiefly to the considerations that should be taken into account in selecting documents of interest for historical research.

The second session was opened by a discussion of "A Programme for Australian Archivists" by David S. Macmillan, Archivist of the University of Sydney. Macmillan reviews the history of archival developments in Australia, calling attention to the thorny problem of the relations of the archival to the library profession, and points out the need of an archival training program in the country. He spends a little time, too, in reviewing the excellent work done by the Business Archives Council, established 2 years earlier at the University of Sydney, and he shows the extent to which it has tackled the business record problem.

The article on "Modern Storage Methods for Records" by J. H. Wallis is devoted chiefly to a discussion of the Compactus mobile storage equipment.

Articles on "Business Forms" by J. Gilbertson, "The Role of Photography in Archives" by Keast Burke, and "Business Photo Systems" by H. H. Hill contain relatively little that is new for the American archivist.

The third session began with the infelicitous topic taken from American record management lingo, "Operation Time Capsule." This was discussed by Alan Birch of the University of Sydney, who was largely instrumental in founding the Business Archives Council. Much of the article deals with oral history technique as practiced by the Ford Motor Company Archives. Another article, by Tom Sparrow of the Commonwealth Bank of Australia, relates to the archival program of the institution with which he is associated.

The proceedings of the first summer school in archives at the University of Sydney provide stimulating reading. Controversial questions and observations are not avoided, as they often are in the discussion of similar problems in the United States; and, except for articles on technical matters, the proceedings are well worth the attention of archivists of other countries.

T. R. SCHELLENBERG

National Archives

Great Britain, Public Record Office. *118th Report of the Deputy Keeper of the Records, 1956*. (London, Her Majesty's Stationery Office, 1957. 22 p. 1s. 6d.) *119th Report . . . 1957*. (London, 1958. 23 p. 1s. 3d.)

Established in 1838, the Public Record Office has become the main depository for Britain's government records. These reports of the Deputy Keeper of Records, David L. Evans, ably describe the activities of the Office for the years 1956 and 1957. A major development during this period was an administrative reorganization that resulted in the formation of three divisions: (1) Records Services and Publications, including repository, technical, and research services and publications; (2) Records Administration, and (3) Establishment and Accounts.

Headquarters of the Office, in Chancery Lane, which contains the oldest and most prized archives of the Kingdom, also serves in part as a processing center. The repository of the greatest bulk of archives is at Ashridge. This repository has a capacity of 125,300 linear feet of records, about 60 percent of which was in use at the time of the reports. Three other repositories with a total capacity of 620,000 linear feet are denominated "intermediate" and are under the supervision of the Records Administration division of the Public Record Office. Working with record officers in the government departments, this division also sets up routine schedules for the elimination of valueless records. The Establishment and Accounts division seems mainly concerned with the bookkeeping and clerical work of the Office.

The more important transfers of records to the Office are noted in the body of the report, and an appendix contains a full list of transfers. Likewise, among the many classes of records that underwent repair, some of the major classes are noted. Statistics are provided for the total number of documents and seals repaired, and for binding.

The statistics concerning the work of the photographic section show an extensive program of both photostating and microfilming. The number of documents produced by the Search Room section for other departments and the general public averaged about 100,000 during each of the years under consideration. Many of these were reproduced as well and thus provided an income of over £10,000 a year.

Work in the Editorial Section continued apace; a detailed listing is given of the volumes of texts and calendars, the indexes, and the search room lists that were in progress or completed. It is noted that Giuseppi's *Guide to the Public Records* (1924-25) is in process of revision. Allen B. Hinds, who died at the age of 85 after editing some 25 volumes in the *Calendar of State Papers* series, is characterized as "a lively and controversial figure in the tradition of the old State Paper editors."

Other topics in the reports are the library, the museum and its several special exhibits, the manorial and tithe documents, and the Historical Manuscripts section and its publication program.

Some readers might have welcomed figures on the cost of operations; the staff evidently numbers about 60. Considering the quality and quantity of the work done, this figure reflects favorably on the efficiency and ability of the Public Record Office.

ALLEN SOULE

*Office of the Secretary of State
Montpelier, Vermont*

Great Britain, Public Record Office. *A Guide for Departmental Records Officers (Provisional)*. ([London], Public Record Office, 1958. 39 p.)

This is a manual prepared by the Public Record Office for the guidance of departmental record officers. It is similar in purpose and content to the National Archives and Records Service publication no. 50-3, *Disposition of Federal Records* (Washington, Government Printing Office, 1949). The *Guide* was published to carry out recommendations of the Grigg Committee, appointed in June 1952 by the Chancellor of the Exchequer and the Master of the Rolls "to investigate and report on the position and recommend any changes in law and practice that might appear necessary" in the administration and retirement of records in the several departments of the British Government. The purpose of this committee was not unlike that of the Task Force on Records Management of the first (1949) Hoover Commission in the United States. The British publication is not so complete or so lengthy as its American counterpart, although the two contain the same number of pages. The format and typography of the American publication is superior, but both cover essentially the same functions and subjects.

Someone has said that the United States and Great Britain are English-speaking countries separated by a common language. A comparison of the terminology used in record administration appears to confirm this observation. For example, in British English transaction case files are "particular instance papers," intermediate custody is "limbo," extra copies are "redundant copies,"

a linear foot of shelving is a "foot run of shelving," security-classified disposable records are "confidential waste," unclassified disposable records are "open waste," metal paperclips are "ferrous clips," record copies of printed and processed issuances are a "standard set," and so on.

The British system of appraisal and retirement is built around two periodic "reviews." The "first review," when records are 5 years old, is the responsibility of the departmental record officer and is supervised only casually by Public Record Office inspectors. The "second review," at the end of 25 years, is a joint appraisal by the departmental record officer and a Public Record Office representative. In the case of records of permanent value, this second review results in the transfer of the records to the Public Record Office or to a depository under its control or to an approved "specialist institution." Examples of the last are the Imperial War Museum and the British Film Institute, for motion picture film and other photographic records; the Scottish Record Office, for records of particular interest to Scotland; and the Public Record Office of Northern Ireland, for records of particular interest to that area.

The reviewer believes that this provisional pamphlet is likely to meet British needs for a considerable time.

SHERROD EAST

National Archives

Netherlands. Ministerie van Onderwijs, Kunsten en Wetenschappen, Rijksinstituut voor Oorlogsdocumentatie [Netherlands State Institute for War Documentation]. *Progress Report no. 4, 1958*. (Amsterdam, Sept. 1958. 24 p. Processed.)

The Netherlands State Institute for War Documentation, in Amsterdam, is a combined record depository, library, and research organization, functioning under the Ministry of Education, Arts, and Sciences. It was founded in May 1945 and in theory is a temporary establishment. Its activities are scheduled to end within the next decade, whereupon the records it has gathered will be transferred to the State Archives and its collection of publications will go to the Royal Library, both institutions at The Hague. The Executive Director, Dr. L. de Jong, is also responsible for preparing what will be one of the Institute's most important publications, a "General History of the Kingdom of the Netherlands in the Second World War."

Like many similar organizations in other countries, the Institute has not made the rapid progress it expected to make in achieving its various aims. Conditions that have held it back have been the steady acquisition of important new record material and the volume of reference service it has been called upon to furnish, for both official and unofficial purposes.

The report gives a brief description of the archival and other holdings of the Institute, which are impressive both in scope and volume. The materials relating to the resistance movement and the collection relating to the former Netherlands Indies appear to include some especially rare and valuable items, and the large number of private diaries and reports of personal interviews are particu-

larly noteworthy. Access to most of the archival collections, however, is severely restricted; only the publications, posters, and photographs can be freely consulted.

A central card index has been established by the Institute to provide control over the collections. Nothing is said of the success of this experiment; it will be interesting to see what future reports may reveal.

The Institute has an active publication program underway. This includes, in addition to the "General History," a number of monographs dealing with aspects of the German occupation; reports of trials of collaborationists and war criminals; and selected German and Dutch documents.

The report provides convincing evidence that the Institute is an important source for research in the history of occupied Europe during the Second World War and should not be overlooked by serious scholars in this field.

ROBERT KRAUSKOPF

National Archives

East Germany. Fünf Jahre Archivarbeit, 1952-1957. *Hauptreferate der zweiten Tagung der Archivare der Deutschen Demokratischen Republik*, herausgegeben von der Staatlichen Archivverwaltung im Ministerium des Innern der Deutschen Demokratischen Republik. (n. p., 1957. 79 p.)

The first congress of the archivists of the German Democratic Republic, at Weimar in May 1952, resulted in a representative publication of the seven principal addresses (*Hauptvorträge*) and of nine more specialized communications (*Fachreferate*) under the title *Archivarbeit und Geschichtsforschung* (no. 2 of the *Schriftenreihe* of the Institut für Archivwissenschaft; Berlin, Rütten & Loening, 1952. 213 p.). Five years later the State Administration of Archives in the Ministry of the Interior called a second convention, which took place at Leipzig, June 24-27, 1957. With a more modest scope, this time only the four principal addresses have been published: Karl Höhnelt on the development of the state archives since the Weimar congress and on the aims of archival work in the second 5-year plan; Gerhard Schilfert on the common tasks of archivists and historians; Hellmut Kretzschmar on regionalism and centralism in the administration of state archives (closely linked to his study of a quarter century ago: "Regionalismus und Zentralismus im sächsischen Archivwesen" in *Festschrift Waldemar Lippert*, 1931); and Hanns Gringmuth-Dallmer on problems of economic archives. The first two addresses are to a certain extent evaluations of achievement since the programmatic declarations at the Weimar congress, that by Otto Korfes, on "The tasks of the archives in the 5-year plan and in the struggle for unity and peace," and that by Leo Stern, on "Present-day tasks of German historical research."

Although by definition the principal task of the East German Archives is "to make accessible their materials for historical research up to recent times in order to enable historians, in their fight against reactionary imperialistic historical research, to create a new historical conception on scholarly ground" (p. 32), the Marxist approach does not alter basic facts or the highly technical problems

that confront archivists alike in the "capitalist" and the "socialist" worlds. The main difference lies in the emphasis and priorities resulting from different political and economic conditions. In that respect Höhnel's report on the quinquennium 1952-57 — which deals with many aspects of general interest, such as the general organization of the central administration of archives, the establishment of the network of district, economic, and administrative archives (*Aktenkassation, Aktenpläne*, etc.) — is very informative. Schilfert's discussion of publication plans makes it clear that in a "state of the workers and peasants" a disproportionate interest concentrates on sources illuminating the workers' movement and the history of the development of industry and agriculture.

It is to be regretted that the little brochure does not indicate at least the important topics that were discussed in the five sections of the congress dealing with problems of industrial archives, city archives, district and administrative archives, conservation and restoration, and the training of archivists. In that respect the report of Eberhard Schetelich about the Leipzig convention in *Archivmitteilungen* (7th year, 1957, no. 3, p. 91-97) is indispensable supplementary reading. The impact of the resolutions of the fifth congress of the Socialist Unity Party (SED), which was held in July 1958, on future archival work in the German Democratic Republic can be gaged from Helmut Lötze's "Leistungen und Aufgaben der Archivare bei der Entwicklung eines sozialistischen Archivwesens," in *Archivmitteilungen* (8th year, 1958, no. 4, p. 101-103).

FRITZ T. EPSTEIN

Library of Congress

Preliminary Inventory of the Cartographic Records of the Bureau of the Census (Record Group 29), comp. by James B. Rhoads and Charlotte M. Ashby. (National Archives, *Preliminary Inventory* no. 103; Washington, 1958. v, 108 p. Processed.)

Preliminary Inventory of the Records of the Coast and Geodetic Survey (Record Group 23), comp. by Nathan Reingold. (National Archives, *Preliminary Inventory* no. 105; Washington, 1958. v., 83 p. Processed.)

Preliminary Inventory of the Records of the Public Buildings Service (Record Group 121), comp. by W. Lane Van Neste and Virgil E. Baugh. (National Archives, *Preliminary Inventory* no. 110; Washington, 1958. v, 108 p. Processed.)

The National Archives continues to provide an outstanding service to students of government and history by publishing preliminary inventories of its holdings. Over a hundred such finding aids have now been published. As most readers of this journal know, each preliminary inventory contains more than a brief description of the records of a Federal agency (which constitute a record group); equally important and valuable is the history of the agency that is included in the inventory. Other finding aids such as lists of documents are

appended to many of the inventories. The scope of the three inventories here reviewed illustrates the great amount of work involved in their preparation.

The cartographic records of the Bureau of Census make up 516 cubic feet and total approximately 30,000 items. They include cartographic records of the Division of Geography, 1860-1957, and the International Statistics Program Office, 1940-56. The appendix contains an extensive list of enumeration district maps arranged by State and covering the period from 1880 to 1940. Related cartographic records are found in other record groups in the National Archives as well as in the permanent files of the Bureau of Census.

The records of the Coast and Geodetic Survey comprise 3,038 cubic feet and cover the period from 1817 to 1947. The superb account of the history and operations of the Survey, written by Dr. Reingold, will be of great value in itself to researchers. The appendix contains additional valuable data on the records of the Survey, particularly relating to the correspondence of the Superintendents of the Survey. Because of the historical importance of the work of the Coast and Geodetic Survey and the substantial quantity of records preserved, this inventory will undoubtedly be in great demand.

The supervision of the Public Buildings Service has changed several times since it was established in 1853 as the Construction Branch of the Treasury Department. In 1933 the Procurement Division of the Treasury Department took it over as the Public Buildings Branch; in 1939 it became the Public Buildings Administration of the Federal Works Agency; and in 1949 it was transferred to the General Services Administration and became the Public Buildings Service. Its 7,613 cubic feet of records, 1853-1939, comprise Record Group 121. They relate to the construction and maintenance of post offices, customhouses, and other Federal buildings outside of Washington, D. C. The descriptions of the Federal art projects during the 1930's will be of particular interest to social historians. A 60-page appendix, listing by States the "Title Papers to Land Acquired by the United States, 1838 to 1943," adds to the inventory's usefulness.

PHILIP P. MASON

*Wayne State University
Detroit, Michigan*

Cuba, Archivo Nacional. *Reglamento para el regimen interior y funcionamiento del Archivo Nacional de la República de Cuba*. (La Habana, Imprenta del Archivo Nacional, 1958. 49 p.)

This work contains the rules and regulations that govern the internal activities of the National Archives of Cuba. The regulations, approved on June 24, 1958, are arranged by title and thereunder by article. The title represents the major subject of regulation and the articles are its subdivisions. The compilation contains 25 titles and 153 articles. The problems covered range from such vital archival procedures as identifying the authority responsible for approving the destruction of certain classes of records to such routine operations as designating the 15 minutes of every working day, from 8:00 to 8:15 a.m., as the proper time for employees to punch the clock lest they receive a demerit.

Through the maze of rules and regulations one can glimpse the outline of the organization of this archival institution, its aims and objectives, and the duties and responsibilities of its staff members.

The National Archives of Cuba is governed by a Permanent Archival Council (Consejo Director Permanente de los Archivos de la República de Cuba), created by Presidential Decree no. 1780, dated June 17, 1942. The Permanent Archival Council, among other duties, has the responsibility of designating the Director of the National Archives, the authority to impose restrictions on the accessibility of records, and the final authority to approve the destruction of certain classes of records.

The declared aim of this archival institution is to preserve and make available the records of the nation. Its holdings consist of archival material produced by Spanish authorities in Cuba before 1898, as well as subsequent accessions, donations, and acquisitions. Holdings are grouped in the following three divisions: historical, administrative, and judicial. Besides these three record divisions of the Archives, there are other units designated as departments. These include the accounting department; the library; the photographic laboratory; the printing press and bindery; the fumigation, restoration, and lamination department; and the department for the exchange of publications. The main purpose of the last department is to promote the exchange of copies of documents and publications with various national and foreign libraries and archival institutions.

All records in the custody of the Archives are classified, indexed, placed in boxes or bundles, labeled, and assigned locations on the shelves. Both the shelves and the areas where the records are kept are given number designations. Titles X and XI of the regulations are devoted to the procedures followed in classifying and cataloging record material in accordance with the method of "systematic classification" sanctioned by the institution. Records from the same source or *fond* are kept together, but it is not entirely clear whether or not the original order of the records within the *fond* is maintained. There are some instances where documents are rearranged by subject within the *fonds*.

Duties of staff members are given in detail. Three pages are devoted to enumerating the duties and responsibilities of the Director. Among other things, the Director is empowered to take the necessary steps to recover fugitive archival material. The duties of other important staff members are treated in like manner. There is a reference specialist, whose duties are to prepare valuable collections of records for publication and to do the research necessary for answering inquiries emanating from government sources.

This publication, though it may not give the answer to every question about the National Archives in Cuba, provides interesting information about its organization and functioning. Its utility would be increased by an index or a table of contents. An appendix of the presidential decrees most often cited as sources of authority would also be helpful.

GEORGE S. ULIBARRI

National Archives

Archives of the Archdiocese of Santa Fe, 1678-1900, by Fray Angélico Chávez, O.F.M. (Academy of American Franciscan History, *Publications; Bibliographical Series*, vol. 3; Washington, 1957. 283 p., appendixes. \$7.50.)

The material covered by this calendar consists largely of the records of the Franciscan missions in New Mexico and of the Custody of the Conversion of St. Paul, which had charge of them. The missions were established in the early years of the seventeenth century and endured until they were secularized after the establishment of Mexican independence. Most of the records dated before 1680 were presumably destroyed in the Pueblo revolt of that year, though some that survived were evidently lost in later years. The mission records were belatedly assembled in 1934 in the Archives of the Archdiocese of Santa Fe, after further losses had reduced many of the items to fragments. Some preliminary work was done in arranging the records, but it was not until Fray Angélico Chávez volunteered his services that the task was attacked systematically and carried through to completion. He divided the loose documents, regardless of the fact that they were received from different missions and parishes, into three classes: first, *diligencias matrimoniales* or prenuptial investigations, which are more bulky than all of the other material; second, general mission documents and fragments up to 1850; third, diocesan papers dated from 1850 to the present but classified only to 1900. He divided the bound volumes into five classes: books of *patentes*, or copy books containing letters of instruction from Franciscan superiors; account books, containing local inventories and accounts; baptismal registers; marriage registers; and registers of burials.

After an introduction in which is presented a brief history of the records and a description of the work done on them, the work is divided into chapters for each of the classes mentioned above. The arrangement adopted for the records, which is usually chronological, is followed in the chapters. The calendar entries, numbered separately within each year, give abstracts of the substance of each document or descriptions of the books. In the chapters devoted to the registers of baptisms, marriages, and burials these are listed alphabetically by name of mission—the most logical arrangement that could have been chosen. An appendix contains lists of friars and secular clergy compiled from the records, showing their stations and dates of service. The index is especially serviceable, since it brings together in its entries materials relating to the various missions that are scattered in the chapters.

Though the collection is incomplete, the quantity of the documents is considerable and the variety extensive. The documents are important not only for the ecclesiastical history of New Mexico but also for the civil and military administration of the province, Indians, local history, social and economic conditions, and genealogy. Microfilm reproductions of the collection are in the Henry E. Huntington Library and the Utah Genealogical Society.

This volume is a creditable work, carefully executed and well printed. For the archives of other Catholic archdioceses only brief descriptions have been published. It is to be hoped that some of them will follow the example presented by this calendar.

HENRY P. BEERS

A Working Guide for Elementary Training in Records Management, by the International Cooperation Administration, Public Administration Division. (Washington, n. d. ii, 51 p. Processed.)

Una guía para el entrenamiento elemental en administracion de documentos y archivos. (Washington, n. d. ii, 88 p. Processed.)

The first of these pamphlets is a new and improved edition of a training manual originally developed by John Lawton as part of his duties as Records Management Advisor to Peru. Mr. Lawton was assigned to the International Cooperation Administration Mission in that country. He has reworked his training material into a form that he hopes can be translated into the language of any country in which ICA maintains a mission. The Spanish translation of the manual was prepared by Delia Céspedes Lava and Owen Young Obano of the ICA Mission in Mexico, with some advice from Mr. Lawton. Despite the great difficulty of translating the technical terms of management analysis, the Spanish edition successfully reproduces the ideas of the original work. Some rearrangement of the contents was made in the Spanish version; and some examples of forms, record systems, and techniques were added. The changes have improved the original but have not done violence to it.

The booklet comprises a standard summary, in outline form, of the management techniques that we now speak of as paperwork management. The material in Mr. Lawton's booklet is in close accord with the experience of the Office of Records Management of the National Archives and Records Service. This is not surprising, for he was given free access to the reports and publications of that Office during his Peruvian assignment.

Mr. Lawton deals in his book with the following topics: (a) correspondence management, (b) form control, (c) report control, (d) instruction management, (e) account and audit paperwork control, (f) property and accountability paperwork control, (g) the maintenance and management of records, and (h) the control and disposition of documents. Some of his subjects are further illuminated by the inclusion of more detailed information on such matters as the permanent storage of records, filing systems, work simplification, and space utilization.

In general, the booklet should be very useful in training new staff personnel. Although it does not, unfortunately, contain an adequate bibliography, it could be worked into a course of reading somewhat similar to the courses in the College Outline series.

CHESTER L. GUTHRIE

National Archives

PUBLICATIONS RECEIVED

- Archives in Israel; Summary of Resolutions Adopted and Lectures Given at the First Convention of the Israel Archives Association Held on March 12, 1957, at Hillel House, Jerusalem.* [Jerusalem], 1958. [35] p.
- Belgium, Archives Generales du Royaume. *Inventaire des papiers de Charles Rogier.* Par R. Boumans. Bruxelles, 78 Galerie Ravenstein, 1958. 55 p.
- The Central Zionist Archives.* Jerusalem, Jewish Agency for Palestine Building, n. d. [29] p.
- Colony of Mauritius. *Annual Report of the Archives Department for the Year 1957.* Port Louis, Mauritius, J. Eliel Felix, I.S.O., Government Printer, September 1958. 28 p.
- Netherlands, Ministerie van Onderwijs Kunsten en Wetenschappen. *Verslagen omtrent 'S Rijks oude Archieven 1957, Tweede Serie, XXX.* 'S-Gravenhage, Staatsdrukkerij — en Uitgeverijbedrijf, 1958. 114 p.
- New York State Library. *Constitutional Developments in New York, 1777-1958; a Bibliography of Conventions and Constitutions With Selected References for Constitutional Research*, comp. by Ernest Henry Breuer (*Bibliography Bulletin* no. 82). Albany, University of the State of New York, State Education Department, 1958. 103 p.
- Saskatchewan Archives Board. *Eighth Report of the Saskatchewan Archives Board for the Period June 1, 1956, to May 31, 1958.* Regina, Printed by Lawrence Amon, Printer to the Queen's Most Excellent Majesty, 1958. 34 p.
- U. S. Library of Congress. *Abraham Lincoln; an Exhibition at the Library of Congress in Honor of the 150th Anniversary of His Birth.* Washington, Government Printing Office, 1959. 94 p. \$1.25.
- Vermont, Public Records Commission. *Public Records of the State of Vermont, 1957-1958; Biennial Report of the Public Records Commission.* [Montpelier, 1958?]. 32 p.
- Zanzibar Protectorate. *Annual Report of the Government Archives and Museum for the Year 1957.* Zanzibar, Printed by the Government Printer, 1958. [24] p.

News Notes

H. B. FANT, *Editor*

National Archives

THE SOCIETY OF AMERICAN ARCHIVISTS

The joint annual luncheon session with the American Historical Association was held at the Mayflower Hotel on December 28, 1958. A last-minute change in room assignment crowded 92 luncheon guests into space meant for 35, with the further strain of 33 more members who came in after the luncheon to hear Julian Boyd of Princeton University deliver his address: "Reflections on the Case of the William Clark Papers."

The 1959 meeting of the Society will be held jointly with that of the American Association for State and Local History, Oct. 7-9, in Philadelphia.

MINUTES OF THE COUNCIL

December 28, 1958

The meeting was called to order by President Holmes in the secretary's suite at the Raleigh Hotel at 3:15 p. m., Dec. 28, 1958. Besides the president, the vice-president, the secretary, the treasurer, the editor, and Council members Grover and Kahn were present. The secretary had mailed the agenda to all Council members before the meeting.

The minutes of the August Council meetings were read and approved.

The reports of officers were then heard. President Holmes announced the appointment of the following committee chairmen: (1) Fred Shelley, program chairman for the 1959 annual meeting; (2) Ernst Posner, chairman of the Waldo Gifford Leland Prize Committee; (3) Kenneth Munden, chairman of the newly created Federal-State Relations Committee; (4) Philip Mason, chairman of the College and University Records Committee; (5) Lester K. Born, chairman of the Committee on Bibliography, and (6) William D. Overman, chairman of the Business Records Committee. Other committee appointments were discussed and President Holmes indicated that he hoped to complete his appointments at an early date.

The president reported on the current status of Honorary Members of the Society of American Archivists under Article 7 of the Constitution and suggested that the Council might consider some additional names at this time. Five persons were recommended. It was voted to defer action until the spring Council meeting, at which time the question would be placed on the agenda for further consideration.

The secretary reported on the need for some revision of committee category nomenclature and assignment of committees to specific areas. In consequence of this report she was directed to place the Committee on Fellows and the

Waldo Gifford Leland Committee in category 1; the new committee on Federal-State Relations was assigned to category 3. It was moved by Mr. Kahn and seconded by Dr. Grover that category 3 should be called "Special Archival Fields" instead of "Promotional Committees." The motion was adopted by unanimous vote.

The secretary also reported on her efforts to get help in preparing a brochure relating to opportunities in the archival profession. Since progress was not significant, the matter was left in her hands for further exploration and reporting at the spring Council meeting.

The secretary reported that no response had been received from her inquiry regarding a tentative invitation extended a year ago by the Secretary of the Commonwealth of Massachusetts to have the 1960 meeting in Boston. Since the 1961 meeting has tentatively been set for Independence, Missouri (Truman Library) it was the consensus of the Council that the 1960 meeting should be held in the East. Therefore, on motion of Mary Bryan, seconded by Wayne Grover, the secretary was directed to explore certain suggestions of the Council, to be reported on at the next Council meeting. Plans for the 1959 annual meeting are well under way, with the Benjamin Franklin Hotel in Philadelphia chosen as headquarters. The meeting will be held jointly with the American Association for State and Local History. Charles E. Hughes, Jr., is chairman of the Committee on Local Arrangements for the Society.

Council members Grover and Kahn were excused by the president at 5:45 p. m. to keep previous appointments. A quorum remained; so the meeting continued in session. The treasurer next presented for the record the current financial report, which showed the Society to be soundly solvent. He also submitted the proposed 1958-59 budget, as recommended by the Finance Committee, which was unanimously adopted by Council.

Mr. de Valinger reported on the current inventory of back issues of the *American Archivist*, which represents a valued source of income for the Society. He recommended that the Society should plan for an overrun of 75 to 100 copies for each issue to be designated as stock-inventory; also, that an advertisement for back issues be inserted in an early issue of the *American Archivist*, as was done several years ago. His recommendations were adopted. The hour now being 7:15 p. m.; the meeting was adjourned to 9:00 a. m., on Monday, Dec. 29, in the conference room of the National Archives.

MINUTES OF THE COUNCIL

December 29, 1958

The Council met at 9:15 a. m., Dec. 29; and the regular order of business was continued.

The vice president was unable to be present but had filed a voting proxy with the secretary covering items on the agenda. Others present were: the president, the secretary, and Messrs. de Valinger, Bauer, Grover, and Kahn.

The treasurer reported on the status of exchanges of the *American Archivist*. The Council concurred in his recommendation that all proposed ex-

changes be cleared through the secretary's office for necessary administrative handling. The Council reaffirmed its long established policy of designating the National Archives Library as the depository for publications received by the Society through exchange.

The treasurer requested authorization to dispose of the remaining stock of directories of membership on hand. On motion of Dr. Bauer, the matter was left to the discretion of the Finance Committee.

The editor reported that beginning with the January issue the *American Archivist* would be copyrighted.

A sample format from the Torch Press for the forthcoming index of volumes 1-20 (estimated at 150 pages) was exhibited, with an estimate for printing 1,000 copies. The Council concurred in a motion by Wayne Grover, seconded by Leon de Valinger, to accept the Torch Press estimate of \$2,525. It was suggested that the cover conform to that of the *American Archivist*. The sales price for the index is to be set at \$5 to members and \$7.50 to subscribers and others.

The editor had no report to make on reprints of articles as recommended in the Council minutes of May 28, 1958, and asked that the matter be deferred until the next Council meeting.

On motion of Mrs. Renze, seconded by Mr. de Valinger, it was voted to amend the report and recommendation of the Council on the Waldo Gifford Leland Prize Committee (see minutes of the annual meeting, Aug. 19, 1958, in the *American Archivist*, 22:251, Apr. 19, 1959) by inserting the word "incoming" before "president" in item 7 and by striking out the second of the related resolutions (which extended the *ad hoc* committee membership for the year 1958-59).

Mrs. Renze brought to the Council's attention an invitation to nominate candidates for grants to be awarded by the American Council of Learned Societies. She proposed that two names be placed in nomination by the Society. The Council acted affirmatively on motion by Mr. de Valinger that President Holmes write a letter, on behalf of the Society, submitting the two names to the A. C. L. S.

Richard Hale's microfilm report slip was submitted for review. Council expressed its sympathetic interest in Dr. Hale's endeavor but did not at this time feel prepared to endorse the format or to attempt to commit the membership to its use. The secretary was authorized to communicate the Council's views to Dr. Hale.

There followed a discussion of the recent conference on A. L. A.-S. A. A. matters, during which President Holmes made an extended report of papers by Dr. Bahmer of the National Archives and Dr. Robison of the Tennessee State Library and Archives. No conclusive action was taken although the matter of the A. L. A. (State libraries) brochure remains a matter of interest and concern to the State Records Committee. It was noted during the discussion that the A. L. A. has under advisement where to place its Archives Committee functions.

The secretary submitted to the Council a proposal from University Microfilms, Inc., of Ann Arbor, Mich., to reproduce the *American Archivist* by the copy-flo process. Since the Society's inventory of back issues constitutes one of its principal assets, it was determined that the contract as written could not be considered at this time. The secretary was, however, authorized to communicate with Mr. Power of University Microfilms, Inc., to see if he is interested in a revised contract that limits such Xerox reproduction to the complete series of volumes 1-20, and such single issues as are out of print, with certain other stipulations directed by Council.

Action on a proposal relating to post mortem awards was laid over until the next Council meeting.

In the absence of Council Member Duniway, President Holmes laid before the group a project proposal that Mr. Duniway urges for the Society's endorsement — an application to the Council on Library Resources, Inc., for a grant to conduct a survey in all State libraries having the State archival function. After extended discussion the Council referred the question to the State Records Committee for consideration and a recommendation to the Council, which could be considered at the spring Council meeting. The secretary was instructed to communicate with Mr. Duniway regarding the matter.

At this point Messrs. Grover and Kahn were excused to attend other meetings.

The meeting continued, with Mrs. Bryan's proxy to handle necessary business.

The report that the legislature of New Mexico will soon consider a State Archives and Public Records Administration Act came up for discussion. A motion by Dr. Bauer, seconded by Mrs. Renze, was approved, authorizing President Holmes to write an appropriate letter on behalf of the Society expressing its interest in sound legislation and its desire to promote effective cooperation toward that end.

The Council voted to submit a request for a joint luncheon meeting next December with the A. H. A. at Chicago. Suggestions of a speaker were invited for the spring Council meeting. In closing, the Council designated Washington, D. C., for its spring Council meeting, the date to be in April or May, depending on the best time to insure maximum attendance. The meeting was declared adjourned at 11:05 a. m.

DOLORIS C. RENZE, *Secretary*

Oliver W. Holmes, president of the Society, has appointed the following chairmen and members of committees:

Bibliography: Lester K. Born, *chairman*; Lester W. Smith, Grace Quimby, and Ernst Posner.

Business Records: William D. Overman, *chairman*; A. Albert Deter, Robert W. Lovett, Irene M. Strieby, James Katsaros, Jay R. McKee, and Joseph A. Greene.

Church Records: August R. Suelflow, *chairman*; Alcuin Greenburg, Melvin Gingerich, Arthur E. Leon, Robert Shostek, Belden Menkus, and Mabel Deutrich.

College and University Records: Philip P. Mason, *chairman*; Helen L. Chatfield, May Dornin, Ralph W. Hansen, William S. Wallace, and Leonidas Dodson.

Federal-State Relations: Kenneth W. Munden, *chairman*; Lewis J. Darter, Jr., Olney W. Hill, Morris L. Radoff, Philip C. Brooks, and Robert M. Brown.

Waldo Gifford Leland Prize: Ernst Posner, *chairman*; Lester J. Cappon, and G. Philip Bauer.

Nominations: David C. Duniway, *chairman*; Lewis J. Darter, Jr., and Lester W. Smith.

Professional Standards: William D. Overman, *chairman*; all living ex-presidents. (This committee selects the Fellows of the Society.)

State Records: Robert M. Brown, *chairman*; William N. Davis, Jr., H. G. Jones, Lola M. Homsher, and Gust Skordas. Mary G. Bryan acts in an advisory capacity.

Program Committee: Fred Shelley, *chairman*; others to be appointed.

Local Arrangements Committee: Charles E. Hughes, Jr., *chairman*; others to be appointed.

Morris L. Radoff, a member of the Society's new Committee on Federal-State Relations, represented the Society of American Archivists at an all-day conference convened in Washington on May 8 by the Office of Civil and Defense Mobilization. This conference was concerned exclusively with that aspect of OCDM's record preservation program that seeks to develop, for the benefit of State and local governments, recommended legislation to (a) "remove impediments to records preservation," (b) "provide an adequate level of direction and guidance for records preservation activities," and (c) "provide for the establishment and maintenance of a State records and paperwork management program."

The conclusions reached at the conference, as summarized by the Office of Civil and Defense Mobilization, are being given further study by the Committee on Federal-State Relations. Other organizations represented at the conference, or otherwise assisting OCDM in this program, included the American Municipal Association, the American Records Management Association, the Council of State Governments, the International City Managers' Association, the Municipal Finance Officers Association of the United States and Canada, the National Association of County Officials, the National Association of County Records and Clerks, the National Association of State and Territorial Civil Defense Directors, the National Institute of Municipal Law Officers, the United States Civil Defense Council, and the United States Conference of Mayors.

Since our last reporting the following members have joined the Society of American Archivists:

Delbert A. Bishop, Grandview, Mo.; Memory F. Blackwelder and Betty M. London, Raleigh, N. C.; Saul Citrone, IBM Corp., New York City; Dale Fields, Philadelphia; Bruce LeRoy, Washington State Historical Society; Ward A. Mingo, Sandoval, N. Mex.; James K. Owens, Syracuse, N. Y.; James A. Paulaskis, National Archives; and the Rev. Pascal M. Varieur, Holy Name College, Washington, D. C. **INSTITUTIONAL MEMBERS:** Alabama Polytechnic Institute Library, Auburn, Ala.; Ball State Teachers College Library, Muncie, Ind.; Buffalo Historical Society, Buffalo, N. Y.; Mitchell Memorial Library, Mississippi State University; Naval School of Hospital Administra-

tion, Bethesda, Md.; Price Waterhouse and Co., Los Angeles, Calif.; Department of Insurance, Veterans Administration, Washington, D. C.; and Virginia State Library, Richmond. FOREIGN MEMBERS: *Bulgaria*—Academy of Science, Sofia; *Germany*—Bayerische Staatsbibliothek, München; *Ghana*—J. M. Akita, National Archives, Accra; *Madagascar*—Archives du Territoire, Tananarive; *Netherlands*—Gemeentelijk Archiefdienst, Amsterdam; *Pakistan*—National Hairdressers Federation, Karachi; *Poland*—P. K. W. Z., Warsaw; *U. S. S. R.*—Biblioteka Glavni, Moscow; and *Yugoslavia*—Izdavacko Knjizarsko Produzece, Zagreb, and Narodna in Univerzitetna, JIubljana.

NATIONAL ARCHIVES AND RECORDS SERVICE

Records recently accessioned by the National Archives include correspondence of the Office of the Chief of the Bureau of Plant Industry, Soils, and Agricultural Engineering and predecessor units (1940-54); records relating to the Bureau's discontinuance of Arlington Farm and the construction of research facilities at Beltsville, Md., and other localities (1933-43); and records of the Bureau's Division of Farm Machinery (1926-54) and of the Horticultural Crops Research Branch (ca. 1890-1952); machine tabulation listings of Federal real property holdings made in connection with the First, Second, and Third Inventories of Real Property Owned by the United States (1953-56) and the First Inventory of Real Property Leased to the United States Throughout the World (1956); records of the United States Attorney for the District of Minnesota (1869-1912); and records of the President's Committee on Scientists and Engineers (1956-58).

The National Archives has published one additional guide (no. 7) to German records microfilmed at Alexandria, Va. — *Records of Headquarters, German Armed Forces High Command (Part I)*. The microfilm may be consulted at the National Archives and copies are available for sale. The guides were prepared by the American Historical Association's Committee for the Study of War Documents.

Among recently issued National Archives microfilm publications are Letters Received by the Office of Indian Affairs from the Southern (7 rolls) and Western (4 rolls) Superintendencies, and from 12 additional agencies (96 rolls); Population Schedules of the 1820 Census for the State of Kentucky (14 rolls); Passenger Lists of Vessels Arriving at New Orleans, 1861-1902 (44 rolls); Index to Passenger Lists of Vessels Arriving at Boston, 1848-91 (282 rolls); and Letters Received by the Secretary of the Navy from Officers Below the Rank of Commander, 1854-81 (274 rolls).

Additional information about the microfilm and copies of the guides to German records may be obtained from the Exhibits and Publications Branch, the National Archives, Washington 25, D. C.

The late Dorsey W. Hyde, who was at one time Director of Archival Service in the National Archives, has been posthumously honored in the newly created Hall of Fame of the Special Libraries Association. He was president of the association, 1921-22, and vice president, 1923-25.

FEDERAL REGISTER DIVISION

The 1958 volume of the series *Public Papers of the Presidents of the United States* has been put on sale by the Superintendent of Documents at \$8.25 a copy.

The volume contains transcripts of all Presidential news conferences held during the year, speeches, messages to Congress, and other material issued as White House releases. Included are items on Alaska statehood, the reorganization of the defense establishment, nuclear tests, space science and exploration, the advancement of scientific education, the voyage of the *Nautilus*, anti-American demonstrations in Latin America, the situation in the Far East and the Middle East, and mutual security.

This is the third volume in the series; volumes for the years 1956 and 1957 have already been released.

HARRY S. TRUMAN LIBRARY

Significant parts of the Truman Presidential Papers were opened to researchers at the Harry S. Truman Library in Independence, Mo., on May 11, 1959. Persons wishing to use the papers and other materials are requested to make advance application to Dr. Philip C. Brooks, Director of the Library, at Independence, informing him of the nature and purpose of their research. Students will usually be expected to include letters of introduction from their professors with their applications.

The papers opened — about 1½ million pages — include about three-fourths of two principal segments of President Truman's White House central files, files of some of his immediate staff, and a part of the papers representing Mr. Truman's service as a Senator. A collection of books, microfilms, and microprints are also available to users of the Library. These materials relate especially to President Truman's career, to the nature and history of the Presidency, and to the foreign relations of the United States in the first half of the 20th century.

The Harry S. Truman Library Institute for National and International Affairs has initiated a program of grants-in-aid. These will normally be grants of less than \$500 to provide travel and living expenses for short periods of work at the Library. Applications for the first group of grants were received by the Director of the Library up to May 15, 1959. Persons wishing to apply for later grants should state in detail their experience, the specific nature of their projects, the exact time and plan of their proposed study, and the names of three persons who know their work. Applicants will be judged on the basis of their experience, their knowledge of the subject field, their competence to do research in manuscript materials, the feasibility of their projects, and the probable usefulness of the results. Applications will be reviewed and awards made by a committee of the Institute.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

Under the auspices of the Commission, 24 editors or other representatives of documentary publication projects now under way or expected to be launched

met with other interested persons at a luncheon conference in Washington on Dec. 29, 1958. Wayne C. Grover, Archivist of the United States and Chairman of the National Historical Publications Commission, presided at the luncheon; and Julian P. Boyd, editor of the Jefferson papers, led the subsequent discussion. The editors present, representing 17 publication projects, made brief reports on the status of their work, with Dr. Boyd reporting first. These reports are summarized below.

Papers of Thomas Jefferson (Julian P. Boyd, editor): The project has reached volume 15 in a planned series of 50 volumes. Problems of scheduling have developed.

Adams Family Papers (Lyman H. Butterfield, editor in chief): Publication will begin with the diary and the autobiography of John Adams, scheduled for 1960; these will be published in complete form and as a single unit. Further plans are not finally determined. Publication of the lengthy diaries of John Quincy Adams and Charles Francis Adams may be postponed in favor of publishing next the rich and voluminous correspondence of the first three generations of the Adams family, beginning about 1760 and ending in 1889 with the death of the last of the third generation. This will be selective. A microfilm publication of the entire corpus of papers is now nearing completion.

Papers of John Carroll (William D. Hoyt, Jr., editor): Texts of more than 700 letters written by Bishop Carroll have been collected, others are being located, and the letters in Latin and some of those in French and English have been edited. It has been ascertained that the collection of papers of Charles Carroll of Carrollton, long reported to be in the hands of descendants, does not exist. Plans are being made for the publication of a first volume containing letters down to 1808.

Letters of Stephen A. Douglas (Robert W. Johannsen, editor): The project is so recent that plans for it have not been fully developed. More than 600 letters by Douglas have been found, and 16,000 letters received by him are in the Douglas papers at the University of Chicago. The editor intends to publish selected letters by Douglas, with a calendar of those not published. He does not intend to publish letters received, but will note them editorially when they are mentioned in letters by Douglas.

Papers of Benjamin Franklin (Whitfield J. Bell, Jr., associate editor): Volume 1, scheduled for publication Oct. 1959, contains Franklin's letters, newspaper essays, almanacs, pamphlets, and other writings through 1735. Volume 2, which the editors will complete this winter, will contain materials to about 1746, including a quantity of correspondence with Cadwallader Colden and William Strahan. A single chronological arrangement is planned for the whole project. This will entail publication of Franklin's autobiography in 4 installments. A separate edition of the autobiography, thoroughly annotated, may also be prepared.

Christopher Gadsden Papers (Richard Walsh, editor): This project, begun under the auspices of the South Carolina Historical Society and recently aided by a grant from the American Philosophical Society, is nearly complete. The few papers that have survived will form one rather small volume.

Albert Gallatin Papers (James O. Wettereau): A project has not been formally established. A survey of the papers and the preparation of a bibliography are in progress under the joint auspices of New York University and the New-York Historical Society.

Alexander Hamilton Papers (Jacob E. Cooke, assistant editor): The papers through 1788 have been edited and will be published in three to five volumes. Plans for publishing the papers of 1789 and the remaining years have not yet been completed, since it is not known how long it will take to edit the voluminous records Hamilton accumulated as Secretary of the Treasury.

John Jay Papers (Richard Morris): Columbia University has recently undertaken to assemble originals or photoreproductions of all papers written by or addressed to

Jay that can be found anywhere in the world and to establish itself as a center for John Jay studies. It plans to publish two volumes of previously unprinted Jay papers and a number of monographs.

Andrew Johnson Papers (Leroy P. Graf, editor): The project has been carried on by a staff at the University of Tennessee that must combine its activities with nearly full-time teaching. Johnson wrote relatively little; the main value of his papers is in the letters received. The papers through 1860 will probably fill the first volume, which is tentatively scheduled for publication in 1961. Copies of records in the National Archives are being assembled, and a microfilm of the Andrew Johnson papers in the Library of Congress is awaited as part of the recently undertaken microfilm publication of the Presidential papers in the Library.

James Madison Papers (William T. Hutchinson, editor): The project was undertaken jointly, 2 years ago, by the University of Virginia (with editorial quarters in the Virginia Historical Society) and the University of Chicago. The search for Madison papers is nearly completed, but the work of editing is not far advanced. About 14,500 documents have been accessioned by the Chicago office and copies of many others are there or on the way. A decision has been made to publish all the letters received by Madison before the period of his service as Secretary of State and after the end of his Presidency but to calendar rather than publish many of the letters addressed to him between 1801 and 1817. The publication will consist of about 22 volumes, of which volume 1 is scheduled to appear in 1960.

Franklin D. Roosevelt Papers (Herman Kahn): A calendar of all the papers relating to the conservation of resources has been prepared and microfilmed, and a selection of about a third of these documents has been published recently in two volumes. A volume of selected documents pertaining to foreign relations in Roosevelt's first administration is being prepared.

Woodrow Wilson Papers (John Wells Davidson, associate editor): This project, under the auspices of the Woodrow Wilson Foundation, contemplates a comprehensive edition of Wilson's letters, speeches, and public papers. Its editor is Arthur S. Link of Northwestern University. Work so far has been directed chiefly towards the selection of materials from the Wilson papers in the Library of Congress, but soon an extensive search for original items (all the more important because Wilson made few copies of his letters before his Presidency) will be initiated. Publication will include texts or abstracts of some, at least, of the incoming letters.

Naval and Maritime Papers of the American Revolution: In the absence of Adm. E. M. Eller, Director of Naval History, Philip M. Hamer, Executive Director for the National Historical Publications Commission, announced that for this project, under the editorship of William Bell Clark, a very thorough search for relevant papers is in progress and copies of many papers have already been assembled.

Presidential Papers in the Library of Congress (David C. Mearns, Fred Shelley): The project is to consist of a complete microfilm publication of the 23 collections of papers of Presidents of the United States in the Library of Congress, with 23 printed indexes to the papers.

Papers Relating to the Ratification of the Constitution and the Bill of Rights (Robert E. Cushman, editor): Organization of a staff of three persons was completed in September 1958. The project differs from most of the others in that it is defined by subject matter rather than by person. It is planned for publication in not fewer than eight volumes, of which volumes 1-3 will consist of official papers; volumes 4-7 will contain correspondence, newspaper essays, and other unofficial materials, in chronological order; and volume 8 will be composed of papers relating to the framing and ratification of the Bill of Rights. The editor is inclined to publish the Federalist essays as a unit but has not completely rejected the alternative, by which they would be interspersed chronologically among other essays on ratification.

Territorial Papers of the United States (Clarence E. Carter, editor): This project was undertaken as a Government enterprise under its present editor in the State

Department in 1931 and was later transferred to the National Archives. Twenty-three volumes have been published. Beginning with a volume for Wisconsin Territory, the letterpress edition, which is necessarily selective, will be supplemented by a much more extensive microfilm publication of nearly all known papers relating to the Territory in the National Archives. The microfilm is expected to hasten the work of editing the series.

In the absence of several editors unable to attend the meeting, Dr. Hamer spoke briefly of five projects.

1. The journal and letters of Bishop Francis Asbury have recently been published in three volumes, sponsored by the World Methodist Council and the Associated Methodist Historical Societies, with Elmer T. Clark as editor-in-chief.

2. Work on the papers of John C. Calhoun, at the University of South Carolina, has been interrupted by the sudden death of the editor, Robert L. Meriwether. [W. Edwin Hemphill has been appointed to succeed Dr. Meriwether.] Volume 1 is close to publication.

3. At the University of Kentucky, volume 1 of the papers of Henry Clay, with James F. Hopkins as editor and Mary W. M. Hargreaves as associate editor, is in press; and the preparation of later volumes is well advanced.

4. The papers of Rutherford B. Hayes, edited under the direction of Watt P. Marchman, will be published in groups and not as a single chronological series.

5. The papers of James K. Polk are being edited by Herbert Weaver of Vanderbilt University as a joint project of the university and the Tennessee Historical Commission. Work started slowly but is now well under way.

Dr. Grover, replying to a question from Dr. Boyd, described briefly the current publication of the public papers of President Dwight D. Eisenhower. This series is being compiled by the Federal Register Division of the National Archives and Records Service, with a minimum of annotation. Besides keeping current with the papers of each year, the Register hopes to extend the series back to the end of the period covered by Judge Rosenman's publication of the official papers of President Franklin D. Roosevelt. The series is intended to provide for the Presidency a record comparable to the *Congressional Record* and the Supreme Court reports.

Dr. Hamer made brief reference to projects, under consideration but not yet established, for publishing the papers of James Monroe, John Marshall, Daniel Webster, and Robert E. Lee.

LIBRARY OF CONGRESS

On the 150th anniversary of Lincoln's birth Carl Sandburg, his biographer, gave an address before a joint session of Congress. That day also signaled the opening of a memorable Lincoln exhibit at the Library, with ceremonies in the evening at which Mr. Sandburg spoke in the Library's Coolidge Auditorium.

Several additions have been made to existing manuscript collections in the Library. Albert Whital Stern of Chicago has presented 13 early editions of the text of the Emancipation Proclamation for the Stern collection of Lincolnia. St. George L. Sioussat, former Chief of the Manuscript Division, has presented 67 additional papers, chiefly letters, of Duff Green, 1826-65. The Jacob A. Riis papers have been augmented by correspondence, scrapbooks, and

photographs; and 6,500 items have been added to the papers of Frederick Lewis Allen.

Four notable new groups of papers have been received. Lyman Bryson, moderator of the radio program "Invitation to Learning," has given a first installment of his papers (about 3,900 pieces); and Col. William S. Culbertson has given some 35,000 pieces, principally his correspondence and memoranda, 1906-58. The papers of Rear Adm. Stanford C. Hooper, "father of naval radio," have been added to the Naval Historical Foundation collection in the Library; they consist of over 10,000 pieces, 1916-52. Another important accession is a first installment of the papers of Jesse H. Jones, about 60,000 pieces, largely Mr. Jones' personal correspondence while he was Director of the Reconstruction Finance Corporation and Secretary of Commerce.

The papers of Henry F. Pringle, 1943-45, received earlier as a deposit, have been made an outright gift to the Library. The family of the late Senator Taft has converted from a deposit to a gift the important collection of Robert A. Taft papers, about 300,000 pieces.

The microfilming of the Library's 23 groups of Presidential papers is proceeding steadily. The Zachary Taylor papers have been filmed on two rolls, positive prints of which may be bought for \$12 from the Chief, Photoduplication Service, Library of Congress, Washington 25, D. C.

Daniel J. Reed, director of libraries at the University of Detroit since 1953, has been appointed to be Assistant Chief of the Manuscript Division beginning June 15, 1959. Joseph C. Vance has acted temporarily as Assistant Chief since the transfer of Robert H. Land to the General Reference and Bibliography Division of the Library some months ago.

HUDSON-CHAMPLAIN CELEBRATION COMMISSION

The Hudson-Champlain Celebration Commission, with headquarters at Federal Hall, 15 Pine St., New York 5, N. Y., is a Federal commission authorized by act of Congress approved Aug. 8, 1958. John H. G. Pell, a New York businessman and president of the Fort Ticonderoga Restoration, is the chairman. On the Commission with him are 4 U. S. Senators (George D. Aiken, Vt.; Jacob K. Javits, N. Y.; Patrick V. McNamara, Mich.; and John O. Pastore, R. I.), 4 U. S. Representatives from New York (Emanuel Celler, Dean P. Taylor, Lester Holtzman, and John V. Lindsay), and 12 citizens of New York, Vermont, and New Jersey. The Commission is expected to coordinate the activities of such local groups as the Hudson Celebration Group, the Greater New York Five County Group, the Hudson Valley Council, the Albany County Hudson-Champlain Celebration, Inc., the New York Temporary State Commission on Historical Observances, and the Vermont Champlain Festival Committee. The year 1959 is the 350th anniversary of the voyages in 1609 of Henry Hudson and Samuel de Champlain. The principal observances of the anniversary are scheduled to occur between May and the end of September.

NATIONAL CIVIL WAR CENTENNIAL COMMISSION

U. S. Senators Thruston B. Morton of Kentucky and Carl T. Curtis of Nebraska replaced Senators John W. Bricker of Ohio and Edward Martin of Pennsylvania as members of the National Civil War Centennial Commission at its annual meeting in Washington, Jan. 6, 1959. The Commission sponsored a nationwide springtime assembly of organizations and people interested in the forthcoming centennial. President Eisenhower, Vice President Nixon, and Speaker Rayburn all sent greetings to the assembly, which took place in Richmond, Va., Apr. 16-17. The principal address, "A Centennial for All Americans," was delivered by Assistant Secretary of the Army Dewey Short. Another part of the program was the showing of an illustrated tape-recorded discussion of how the centennial plans will be coordinated with those of "Mission 66" of the National Park Service. Reporting on the legislative outlook, Congressman Fred Schwengel of Iowa stated that bills had been introduced in Congress calling for an appropriation of \$500,000 to microfilm Union and Confederate records at the National Archives and to design and produce a commemorative gold medal for public sale. Bell I. Wiley of Emory University, chairman of the Commission's advisory committee on historical and research activities, also spoke.

LINCOLN SESQUICENTENNIAL COMMISSION

In January 1959 Senator John Sherman Cooper, Chairman of the Lincoln Sesquicentennial Commission, launched vol. 1, no. 1, of *The Lincoln Sesquicentennial Intelligencer*. This newsletter, to appear periodically throughout 1959, reports events in the observance of the 150th anniversary of Lincoln's birth. The March 1959 issue carried a memorandum of William E. Baringer, Executive Director of the Commission, acknowledging the extraordinary impact of Lincoln's birthday in Washington and throughout the country. Lincoln celebrations in February were so numerous that clippings about them were said to have come into the Commission's headquarters in the National Archives Building by the bale.

NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS

The Librarian of Congress has appointed the following persons as an advisory committee for the National Union Catalog of Manuscript Collections: Curt F. Bühler, Modern Language Association; Lester J. Cappon, Institute of Early American History and Culture; A. Hunter Dupree, American Association for the Advancement of Science; Philip M. Hamer, National Historical Publications Commission; Oliver W. Holmes, Society of American Archivists; Clifford L. Lord, American Association for State and Local History; Horace S. Merrill, Southern Historical Association; Roy F. Nichols, Social Science Research Council; Arthur S. Adams, American Council on Education; Boyd C. Shafer, American Historical Association; Louis B. Wright, American Council of Learned Societies and Mississippi Valley Historical Association;

and John Cook Wyllie, Association of Research Libraries. The committee held its first meeting on April 10.

Lester K. Born, who served as coordinator of microreproduction projects at the Library of Congress from 1952 to 1956, has returned to supervise the establishment of the National Union Catalog of Manuscripts. A Fellow of the Society of American Archivists and current chairman of the Society's Committee on Bibliography, Dr. Born will head a new Manuscripts Section in the Descriptive Cataloging Division of the Library of Congress.

GUIDE TO PHOTOCOPIED HISTORICAL MATERIALS

Through photographic shortcuts in the collection of information and in publishing procedure, Richard W. Hale, Jr., of Boston University, editor of the *Guide to Photocopied Historical Materials in the United States and Canada*, has the work so well advanced that Cornell University Press may bring out the volume by the time the Society of American Archivists convenes in Philadelphia this October. Less than 2 years ago basic questionnaires about the project were distributed at the Columbus, Ohio, meeting of the Society. The *Guide* is sponsored by the Committee on Documentary Reproduction of the American Historical Association and supported by the Council on Library Resources, Inc. The compilation will list and locate collections of photocopied historical material and also provide other useful information for the archivist. The method used by Dr. Hale to expedite the project is described in *Industrial Photography* (Apr. 1959).

TECHNICAL DEVELOPMENTS

Oceana, 80 Fourth Ave., New York 3, N. Y., is marketing at a price of \$20 an *Index Digest of State Constitutions* prepared by the Legislative Drafting Research Fund of Columbia University. A biennial pocket supplement will keep the digest current.

E. Kay Kirkham, author of *A Survey of American Church Records*, has devised three printed forms for convenient use in the compilation of family genealogy: a progenitor chart, a research work chart, and a family history chart. Upon request, Kay Publishing Co., 2690 Kenwood St., Salt Lake City 6, Utah, will furnish sample sheets of these.

The Siemag chart typewriter, a new development of West Germany imported into the United States exclusively by Continental Office Machines, Inc., 500 Fifth Ave., New York 36, N. Y., can be used by the typist to type complex chart materials. The keyboard is equipped with normal uppercase alphabet and figures, but instead of lowercase letters the chart-typewriter, as it is called, has 27 different chart symbols.

American City (Feb. 1959) reports that the register of Hudson County, N. J., has replaced his worn maps in the county's plat books with reproductions on a moistureproof stabilized film, cleanable with soap and water — specially coated Dupont "Mylar" polyester film. The new product, called "Stabilene

Plat Film" was specially developed for the plat and map field by Keuffel & Esser Co., Adams and Third Sts., Hoboken, N. J. The list price was quoted recently as 85¢ per sq. ft.

The Fountain Pen and Mechanical Pencil Manufacturers' Assn. has changed its name to the Pen and Pencil Manufacturers' Assn. The industry produced in the United States during 1958 some 40 million fountain pens and 75 million mechanical pencils. The output of ball-point pens, on the other hand, reached the huge total of 350 million during the year.

Anyone who wishes to keep up with developments in the microcard field may obtain the *Microcard Bulletin*, which the Microcard Foundation publishes irregularly, by writing to the foundation at Box 2145, Madison 5, Wis. Bulletin 19 (Jan. 1959) contains "Microcards, 1944-1958: A Selected Bibliography," compiled by Albert James Diaz.

A New York savings bank is successfully using a facsimile transmitter telephone attachment that enables branch bank tellers to establish visual contact with central records and thus eliminates bookkeeping at branch locations. The device is said to have had its first application in the flashing of high-altitude weather data to jet airplanes.

The Council on Library Resources, Inc., of Washington, D. C., has awarded a \$201,531 contract to the Crosley Division of AVCO Manufacturing Corp. to develop "an experimental, integrated high-density direct-access photostorage and retrieval system for library materials." The work will be done at Crosley Division's Electronics Research Laboratory in Boston, Mass.

Among professional librarians an attempt is under way to maintain what amounts to a clearinghouse of information about micropublishing projects. At the 1958 conference of the American Library Association in San Francisco, a subcommittee on micropublishing projects was set up in the Association's Resources and Technical Services Division. The subcommittee chairman is R. C. Swank, Stanford University's director of libraries. The control point of the subcommittee's activities and files is the office of Richard Harwell, associate executive director of the American Library Assn., 50 E. Huron St., Chicago 11, Ill. Mr. Harwell will also provide administrative supervision for an A. L. A. project on "Library Technology; a Standards Program on Supplies and Equipment." The Council on Library Resources, Inc., has made available a grant of \$136,395, which will enable the A. L. A. to sponsor: (1) compilation of a handbook of information about such standards as now exist for library supplies and equipment; (2) establishment of a free service for the answering of mail and telephone inquiries about such material; and (3) eventual inauguration of a testing laboratory and encouragement of research.

The eighth annual meeting of the National Microfilm Association at the Mayflower Hotel in Washington, Apr. 2-4, stressed a "Centennial of Microfilm Progress, 1859-1959," thus commemorating the 100th anniversary of the microfilm patent granted to René Dagrón, June 21, 1859. Copies of Hubbard W. Ballou's *Guide to Microreproduction Equipment* and Frederic Luther's *Microfilm; A History, 1839-1900* were exhibited. Copies of the April 1959 issue of *Reproduction Engineer*, "the only magazine devoted exclusively to the

in-plant graphic reproductions-visual communications industry and its engineers," were distributed as the official publication of the Society of Reproduction Engineers, 10525 Puritan, Detroit 38, Mich.

A method employed by the George Eastman House, Rochester, N. Y., to clean daguerreotypes has been endorsed by the Library of Congress (LC Press Release No. 59-36, Feb. 4, 1959). In contrast to the dangerous procedure of employing a solution of potassium cyanide to clean the silver-plated copper sheets, the Eastman method makes use of a solvent developed by the Missouri Historical Society. The new solvent — not chemically described — is said to be harmless to both plate and image, to remove stains completely without etching the plate, to bring out clearly the details of the picture, and to retain the mirror-like quality of the silver plate.

FOREIGN NEWS

Australia

The August 1958 issue of *Archives and Manuscripts*, the journal of the Archives Section of the Library Association of Australia, contains information about registrars in Commonwealth Government departments, an article on ecclesiastical archives in New South Wales, and an analysis of the principles of describing private papers. The analysis is a further contribution by T. R. Schellenberg of the National Archives of the United States.

Austria

Joseph Stummvoll, director general of the Austrian National Library, Vienna, is spending a 2-year leave in New York as head of the United Nations Library. Hans Pauer, who directs the Austrian National Library's portrait collection and picture archives, inspected picture collections in the United States during several months of this year.

Canada

Library and archival institutions throughout the Dominion are cooperating with the Microfilm Committee of the Canadian Library Association in a project "that never will be completed until all Canadian newspapers of historical importance have been filmed."

Elwood R. Maunder, director of the Forest History Foundation of St. Paul, Minn., met with the British Columbia Committee on Forest History last November. The University of British Columbia has appointed C. D. Orchard, retired chief forester of the province, to scout for collections of business and personal papers for the university library.

This year both the United States and Canada celebrated Apr. 12-18 as National Library Week. In anticipation, a special ceremony was held in the Parliamentary Library, Ottawa, Apr. 8. There the Hon. John Diefenbaker, Prime Minister of Canada, accepted from Roy P. Basler of the U. S. Library of Congress a group of Lincoln reproductions presented through the coopera-

tion of the Library of Congress and the Lincoln Sesquicentennial Commission. Dr. Basler, in turn, received for the collections of the Library of Congress a microfilm of the Baring papers in the Public Archives of Canada. William Kaye Lamb, Dominion Archivist and Librarian, witnessed the exchange.

China

Publication of a rare book catalog of the National Central Library in Formosa (3 vols.) reveals that Director Chiang Fu-ts'ung and his staff brought from the mainland some 120,000 rare volumes and have preserved 2,586 Chinese manuscripts and 153 Buddhist scrolls.

Cuba

Jorge Quintana Rodríguez has been named Director of the National Archives in succession to Felix Lizaso. The formal announcement of the appointment of the new Director was dated at Havana, Feb. 1, 1959.

Denmark

Thirteen boxes of historic Greenland archives dating from 1780 appear to have been irretrievably lost en route to the National Library, Copenhagen. The consignment was aboard the *Hans Hedtoft* when the vessel went down after hitting an iceberg in the North Atlantic.

Egypt

One of the 44 Coptic treatises in the form of papyrus books discovered in the mid-1940's by peasants in Upper Egypt has been sold to the Jung Institute in Zurich, Switzerland. All the others, however, have been assembled in the Coptic Museum at Cairo. The find is discussed by French archeologist Jean Doresse in *The Secret Books of the Egyptian Gnostics*, to be published by the Viking Press sometime this year.

France

Charles Braibant, Director of the Archives of France and honorary president of the International Council on Archives, has announced that the 1960 course at the Archives Nationales for archivists, students from abroad, and persons attending the École des Chartes, will run from January to March. The main fields covered are: (1) doctrines, techniques, and methods; (2) the history of archives; (3) the historic content of archives; (4) the organization of archives in France; (5) the organization of archives abroad; and (6) the administrative and economic structure of France. The course outline, *Stage International d' Archives*, and other information may be obtained from the Director's Office, Archives Nationales, 60 rue des Francs-Bourgeois, Paris 3^e, attention of Albert Mirot or Robert-Henri Bautier.

Germany

At Frankfurt Remington Rand International Division of Sperry Rand Corp. operates Univac Europe, one of the earliest data-processing centers set up outside the United States. According to Robert H. Metz, writing in the *New York Times* for Feb. 24, 1959, the clients of the Frankfurt center keep pertinent files on punched cards, record the data on magnetic tape, and send the tape to the center for processing.

Great Britain

H. M. Stationery Office, London, is attempting to estimate the number of copies it should print of an up-to-date revision of M. S. Giuseppi's *Guide to the Public Records* (2 vols.), the original edition of which came out in 1923-24. The larger the printing the less will be the price of the revision. In the United States the *Library Journal*, Feb. 15, 1959, advised its readers to send information of advance demand to the Sales Section, British Information Services, 45 Rockefeller Center, New York City.

Some 240 medieval books and manuscripts were auctioned at Sotheby's in London on Feb. 23 for about \$136,822. An Associated Press dispatch of that date asserted that Hans P. Kraus, a New York dealer, paid £15,200 (\$42,560) for the Brudenell family's 15th-century transcription of Geoffrey Chaucer's *Canterbury Tales*. The manuscript, known as the Brudenell Chaucer Codex, consists of 308 leaves of vellum.

John William Bradley's *Dictionary of Miniaturists, Illuminators, Calligraphers and Copyists* (3 vols., London, 1887-89) was reprinted in 1958 at a selling price of \$55.

The trustees and governors of the John Rylands Library, Manchester, are appealing to the public for help in raising a supplement to its original endowment. For a number of years expenses have been increasing while basic income has remained static or has even slightly declined.

Frederick G. Emmison, County Archivist of Essex, has been named to the special faculty of the sixth annual institute on historical and archival management conducted at Cambridge, Mass., this summer.

India

Edward G. Freehafer, director of the New York Public Library, presented to India's Ambassador Mahomed-Ali Currim Chagla on Apr. 15, 1959, to be preserved in the National Archives of India, a 50-page manuscript of the recollections of Lajpat Rai, a leader for Indian independence who died in 1928.

Israel

The Central Zionist Archives, Jewish Agency for Palestine Bldg., 1 Ibn Gabirol St., P. O. B. 92, Jerusalem, is distributing a 30-page illustrated pamphlet about the archives. The pamphlet is in English.

Italy

Margherita Guarducci, professor of Greek epigraphy at Rome University, has completed a Vatican-sponsored research work, *The Graftiti Under the*

Confession of St. Peter's in the Vatican. The writings she studied and interpreted are rough inscriptions on stone or masonry.

From an Italian oceanographic research facility located at La Spezia will be developed a NATO center for basic oceanographic and submarine research. Scientists from Canada, Denmark, Great Britain, Italy, the Netherlands, Norway, West Germany, and the United States will participate.

Nigeria

University College, founded in 1948 at Ibadan, the largest Negro city of the African continent, has the most complete and comprehensive bibliographical collection in West Africa, an outstanding collection of Africana, and a unique collection of Arabica including 150 Arabic manuscripts from northern Nigeria. This is one of the findings of a survey made for the Carnegie Corporation of New York by Harold Lancour of the University of Illinois Library School.

Poland

Chopin's autograph manuscript of the Grand Polonaise and heroic treasures of royal Poland have been returned to Poland in two trunks — insured, it is said, for \$100,000,000. After a circuitous journey and a long sojourn in a bank vault in Canada, the property is back in Wawel Castle, Cracow, for the first time since 1939.

Spain

Last year the Dirección General de Archivos y Bibliotecas of Spain edited a 154-page catalog listing 522 official publications of Spanish archival, library, and related institutions. *The Catálogo de Publicaciones de la Dirección General de Archivos y Bibliotecas* is no. 22 in a special series, *Ediciones Conmemorativas del Centenario del Cuerpo Facultativo, 1858-1958*.

Tibet

Prime Minister Nehru of India, speaking in the Indian Parliament on Mar. 30, disclosed that during the recent Tibetan-Chinese friction in Lhasa several monasteries and some of their valuable manuscripts had been damaged. At a news conference on Apr. 5, in commenting on the reported shelling of the summer palace of the Dalai Lama, Mr. Nehru expressed the view that destruction of its art treasures and rare documents would be a great tragedy.

Yugoslavia

The Government has ordered the monastery at Granica converted to a museum; its artifacts, books, and manuscripts will be placed on public view. The marble monastery building dates from the fourteenth century. According to an R. N. S. dispatch from Belgrade, two other monasteries in the Byzantine style were converted to museums last year: the monastery at Visoki and the one at Pecs. Another monastery, at Trebinge in Herzegovina, may have to be dismantled and moved if it is to escape flooding from the backwater of a new hydroelectric development.

ALASKA

We salute the 49th State with the publication of this special report from Harland L. Clark, supervisor of record management, Department of Administration, State of Alaska, Box 2420, Juneau:

Luckily, the advent of statehood in Alaska occurred after a record management program had been established. Prior to statehood the bulk of the accumulation of old, obsolete, valueless records had been disposed of and a good start had been made on improving and standardizing of record filing. This is important, because essentially the changeover from Territorial status is a paperwork change. On top of the shifts usually implicit in the transition of Territory to State there has been added for Alaska the reorganization of the executive branch of the State government.

The chance and necessity to survey the records of the old governor's office brought to light many valuable archival papers and museum pieces. [The records of the Office of the Governor of Alaska, 1884-1958 were transferred to the Region 10 Federal Records Center in Seattle, Wash., in August 1958, and a preliminary inventory of them appeared early in 1959.]

Generally speaking, the state record management people continue as before to assist the various State departments prepare record inventories and schedules, and improve their forms, filing and other systems; but there is a bit more anxiousness now, since there will be considerable merging of functions under the reorganization. The new structure provides for only 13 major departments where some 35 operated before.

ARIZONA

A new building to house the Automatic Data Processing Department of the Army's Electronic Proving Ground was dedicated at historic old Fort Huachuca, Mar. 11. Experimentation and practical tests here are coordinated with the Army's Signal Research and Development Laboratories at Fort Monmouth, N. J.

CALIFORNIA

Morley Segal, a graduate student at San Francisco State College, is arranging for the California Historical Society the voluminous but hitherto unsorted papers of James Rolph, former mayor of San Francisco.

The California Historical Society has purchased the diary kept in 1852 by A. C. Jackson while he was serving on the U. S. Navy commission that established Mare Island.

The 11th triennial convention of Concordia Historical Institute of St. Louis, Mo., meeting jointly with the Lutheran Church — Missouri Synod, which the institute serves as archives, library, and museum, was held in the 92-year old St. Paulus Lutheran Church in San Francisco on June 20.

Through a grant from the Borden Company Foundation, an annual prize of \$400 is now offered for the most meritorious work exploiting primarily the materials available at the Hoover Institution on War, Revolution, and Peace, Palo Alto. Oliver H. Radkey, professor of history at the University of Texas, received the first award, for his book, published last year, on the agrarian foes of Bolshevism, March to October 1917.

The Westerners Foundation, College of the Pacific, Stockton, is expanding

the college's Western Americana collection in expectation of publishing source materials as well as current studies and reprints.

COLORADO

The Air Force Academy, Colorado Springs, dedicated its library on Jan. 5, 1959. The larger part of three floors of one wing of the main academic building provide the library with 70,000 sq. ft. of floor space. Some of the features of the top floor will be a map collection, a microfilm collection, and a collection of materials by and about Academy-connected personnel.

Besides operating a seismic review department and an electronics laboratory, Tower Exploration, Inc., has constructed a new building, advertised as ready for use Mar. 31, 1959, specifically designed for the storage of magnetic tape, film, or seismic records. The firm is located in suburban Denver at 3600 South Huron St., Englewood, Colo.

The Denver Interagency Records Administration Conference held its third meeting of the 1958-59 season in the Bureau of Reclamation conference room, Denver Federal Center, on Jan. 21, 1959. Arthur E. Langland, data-processing representative of I. B. M., Denver, discussed "The Effect of Electronic Data Processing on Records Administration."

Under the presidency of William T. Hutchinson of the University of Chicago, the Mississippi Valley Historical Association went to Denver for its 52nd annual meeting, Apr. 23-25, 1959. Two of the principal subjects discussed on the opening day were "The Civil War; Historical Sources and Their Use," and "Modern Research Methods and Techniques."

CONNECTICUT

After a lapse of more than 12 years, work has begun again on the indexing of the legislative files to 1820, known as the *Connecticut Archives*.

Drastic judicial reform is soon to be applied to Connecticut's town and city court system, dating back to 1639. The General Assembly in March 1959 abolished 66 municipal courts, 102 trial justice courts, and the Danbury traffic court, effective Dec. 31, 1960. Under the newly authorized system there will be 44 appointed judges, who will divide the State into court circuits.

Collections of Arabic manuscripts in the United States are increasing in size and number, but there is no comparable acceleration in their cataloging or publication. Such is the observation of Nabia Abbott of the Oriental Institute in reviewing Leon Nemoy's checklist of *Arabic Manuscripts in the Yale University Library* (Yale University Press) in the *Journal of Near Eastern Studies*, Jan. 1959.

The Council on Library Resources, Inc., of Washington, D. C., has made a grant of \$50,000 to Yale University "to seek a method of controlling space problems of large research libraries." John H. Ottemiller, associate university librarian, will supervise the study, which is expected to help other institutions faced with expanding collections and limited space.

Novelist John P. Marquand has given his correspondence to Harvard University and his literary manuscripts to Yale.

DISTRICT OF COLUMBIA

Representative Howard W. Robison of New York introduced a resolution in the House of Representatives in February to establish December 15 of each year as Bill of Rights Day. The first 10 amendments to the Federal Constitution were proposed by Congress Sept. 25, 1789, and ratified by Virginia, to complete the required number of States, Dec. 15, 1791.

In a message of Feb. 5, 1959, to Congress on various aspects of civil rights, President Eisenhower recommended legislation to empower the Attorney General of the United States to inspect Federal election records, and to require the retention of the records "for a reasonable period of time."

Senators Thruston B. Morton of Kentucky and Carl T. Curtis of Nebraska have been appointed to replace Senators Bricker of Ohio and Martin of Pennsylvania on the National Civil War Centennial Commission. The Commission has announced the formation of an advisory committee on historical and research activities composed of Bell I. Wiley of Emory University, chairman, Representative Fred Schwengel of Iowa, Avery Craven of the University of Chicago, and David C. Mearns of the Library of Congress.

Last summer the Folger Shakespeare Library acquired 185 volumes of an 18th-century handwritten transcript of the papers of the Strozzi family, who were important in the history of 16th- and 17th-century Florence. On the roof of a wing now being added to the Folger Library will be a sun deck where researchers and readers may relax but not read or work: "A place in the sun where a man can sit and think, or perhaps even dream, will be useful."

Of the four extant copies of the Gettysburg Address, only one is signed, dated, and titled by Lincoln. The late Oscar B. Cintas, who died in 1957, acquired this one for \$54,000 in 1949. An Associated Press dispatch from New York, Feb. 19, 1959, reported that Surrogate Joseph A. Cox had ended uncertainty about its fate, deciding, in accordance with a holograph but contested will of Mr. Cintas, that the item would go "to the White House in Washington to be deposited in the Lincoln Room."

The Woodrow Wilson Foundation of 45 East 65th St., New York 21, N. Y., has announced the opening at the Library of Congress of a Washington office for the Woodrow Wilson papers and letters project. Associate Editor John Wells Davidson, assisted by Helga Sandburg Golby, is examining the Library's *Wilsoniana*.

This summer at American University the sixth institute on record management was held June 1-12 under the direction of Herbert E. Angel, Assistant Archivist of the United States, Office of Records Management. The codirectors of the 13th institute in the preservation and administration of archives, June 15-July 10, are Ernst Posner, professor of history and archives administration at American University, and Theodore R. Schellenberg, Assistant Archivist of the United States, National Archives.

The settlement of an estate in Georgetown brought to light the original of Alexander Hamilton's shipping questionnaire and his holograph letter of Oct. 10, 1789, to Washington's friend and agent John Fitzgerald of

Alexandria, Va. The full texts of the questionnaire and letter and at least part of Fitzgerald's intended reply were published in the *New York Times*, Jan. 26, 1959.

The principle that the President and Cabinet members can withhold information from Congress and the country in the public interest was again explained, in a 142-page memorandum sent by the Attorney General of the United States to the Constitutional Rights Subcommittee of the United States Senate. On Feb. 1, 1959, Senator Thomas C. Hennings, Jr., of Missouri expressed objections to the principle.

Historic Decatur House, on Lafayette Square, was some months ago inherited from Mrs. Truxtun Beale by the National Trust for Historic Preservation. Besides opening the premises to the public, the Trust has turned over to the Library of Congress some 2,000 manuscripts that had been handed down with the property. Among the papers are 70 letters from Gen. Ulysses S. Grant.

Since the initial meeting in December 1957 of an Advisory Committee on Foreign Relations of the United States, the members have become official consultants to the Historical Division, Department of State. A summary of their views on the current status of the publication of diplomatic correspondence is carried in the historical news section of the April 1959 *American Historical Review*.

GEORGIA

In 1958 the legislature approved a new archives building for Georgia, but when Gov. Marvin Griffin went out of office Jan. 12, 1959, he had not granted to the secretary of state, who by law is the political head and overall administrator of Georgia's Archives Department, the authorized funds. Secretary of State Ben Fortson and State Archivist Mary Givens Bryan must start all over again to persuade the new administration, headed by Gov. Ernest Vandiver, of what needs to be done. Friends of Mr. Fortson and Mrs. Bryan hope that as soon as the State revenue is replenished Governor Vandiver will provide the funds for the already authorized construction. The newspapers of the State have been very vocal in stressing the urgent need for the new building. For example, an editorial in the *Augusta Chronicle* of March 24, 1959, said:

State archives are the records of past history. They are as important to the state as new industries because the future must be built always upon the foundations of the past. If there be no continuity of historic memories there is no inspiration for the kind of effort on the part of all citizens by which a still greater history can be carved out of the times in which we of today are living.

Director D. E. Gregory of the Georgia Historical Commission has announced the opening of a Confederate museum at Washington in Wilkes County, where Jefferson Davis met his disintegrating Confederate Cabinet for the last time. The building has been restored with \$31,000 allocated by Governor Griffin in 1958. The Governor also allowed \$50,000 last year for

the establishment of Midway Museum in Liberty County, where New Englanders settled before the Revolution. The site of Civil War Fort McAlister in Bryan County, near Savannah, has been donated to the Georgia Historical Commission by the International Paper Co., and if funds can be had the fort will be restored in time for the Civil War Centennial of 1961-65.

Under the auspices of the Eugenia Dorothy Blount Lamar lectureship fund, the Georgia Historical Society cooperated with Wesleyan College in a program at the college's Rivoli campus, near Macon, Apr. 17-18. At a panel session presided over by Charles H. Stone, librarian of Mercer University, the general theme of "Archives and Historical Libraries in Georgia" was discussed in the following papers: "The Georgia Department of Archives and History," by Carroll Hart, Assistant Archivist, Atlanta; "The Georgia Room in Wesleyan College Library," by Katherine Carnes, Wesleyan's librarian; "The Georgia Historical Library in Savannah," by Lilla M. Hawes, Director of the Georgia Historical Society; "The Special Libraries at the University of Georgia," by John W. Bonner, Jr., the university's Archivist; and "Source Materials at the Washington Library, Macon," by its librarian, Mrs. J. E. Powers. The Georgia Historical Society's president, Walter C. Hartridge, and its editor, E. Merton Coulter, also gave addresses.

ILLINOIS

Some items in the *Occasional Papers* series published by the University of Illinois Library School, Urbana, are distributed free. Joseph L. Wheeler's *The Effective Location of Public Library Buildings*, no. 51 in the series, sells for \$1.

Under the caption "Lincoln's Neighbors; a Dramatic Find," *Life* magazine for Feb. 9, 1959, pictures some of the daguerreotypes and other relics that came to light among the possessions of the late Mary Edwards Brown of Springfield, a great-niece of Mary Todd Lincoln.

The April 1959 number of *Illinois Libraries* is the Illinois State Archives issue. Theodore J. Cassady, Assistant State Archivist under Secretary of State Charles F. Carpentier, is the guest editor. An article by Mr. Cassady discusses the archival program in Illinois; one by John T. Caton, chief of the Records Management Division, discusses the State's record management program; Maynard Brichford, analyst, treats of the management and preservation of local records in the State; Marion D. Pratt, archives assistant, gives a report on land records; Ernest E. East, archives assistant, tells about the individual military records in the Illinois Archives; Emma M. Scheffler, cataloger, explains the utility of the card catalog there; and Wallace R. Bulpitt, document restorer, describes current repair and restoration facilities. The issue also contains a timely article, "Archives and Nuclear Warfare," contributed by Ken Munden of the National Archives in Washington.

INDIANA

The Civil War Round Table of New Albany is assembling data on the men from Floyd and Clark Counties who served in the Civil War. The group

plans to publish an illustrated book, with biographical and regimental information.

The Indiana University Foundation has acquired for the university's Lilly Library a unique collection built up by George A. Poole, retired head of a Chicago printery. The collection contains rare early manuscripts and imprints, which a special dispatch to the *New York Times* says strongly influenced early printing types.

IOWA

The Herbert Hoover Birthplace Foundation, Inc., is this year erecting the Herbert Hoover Library Museum in the Hoover Birthplace Park at the village of West Branch. Faced with native stone and roofed with slate, the one-story building will have a front length of 103 ft. and a depth of 42 ft. The simple white of the doors and wood trim will be relieved only by a reproduction of the great seal of the United States, in color, emblazoned on the tympanum over the entrance to the columned portico. Here, in a rural setting 175 miles west of Chicago, will be assembled the personal papers and memorabilia of the 31st President. They will be brought from the Leland Stanford University Library at Palo Alto, Calif. The material will include — according to announcement by the foundation — all of Mr. Hoover's papers, documents on metals, books, and records, except the "war and peace" documents gathered since the First World War and belonging to the Hoover Institution on War, Revolution, and Peace. It is estimated that the treasures to be housed at West Branch will fill more than 1,000 filing cases.

KANSAS

Original minutes, 1857-68, of the board of trustees of Highland University, now Highland Junior College, have been lent to the Kansas State Historical Society for microfilming. Highland University, chartered in 1858, was the first institution of higher learning in Kansas. Former Congressman Errett P. Scrivner of Kansas City has deposited with the historical society correspondence, 1947-55, pertaining to Huron cemetery, a controversial burial ground of the Wyandot Indians within the present limits of Kansas City.

MARYLAND

Louis Henry Dielman, aged 95, died at New Windsor in March. At the turn of the century he worked as an assistant to the State librarian. In Baltimore he became importantly connected with the Enoch Pratt Free Library, the Peabody Institute, and the Maryland Historical Society. His major contribution to the latter is his enormous Maryland name index. During his whole life he collected name cards that are now invaluable in the field of Maryland genealogy.

The commissioner of the Land Office, who has custody of the original patents, warrants, and surveys of Maryland, moved in September 1958 to the new State Office Building in Annapolis.

The second record center for the use of the Records Management Division of the Hall of Records was expected to open about June 1 in the State Office Building in Baltimore. The first record center in the new State Office Building in Annapolis was occupied by the Records Management Division in September 1958.

The *Twenty-Third Annual Report of the Archivist of the Hall of Records*, covering the fiscal year from July 1, 1957, through June 30, 1958, was distributed in April 1959. At that time *The County Courthouses of Maryland* (Publication no. 12 of the Hall of Records Commission) was in the hands of the printer. A second volume, *The County Records of Maryland*, which will be the commission's Publication no. 13, will appear in 1960.

A typographical error in the *American Archivist* (Jan. 1959, p. 68) has been called to the editor's attention. During fiscal year 1957 the Microfilm Department of the State of Maryland completed 514 rolls of film, not 54 rolls.

MASSACHUSETTS

In succession to the late Edward J. Cronin, who died on Nov. 24, 1958, Joseph D. Ward took office as secretary of state, Jan. 21, 1959. To head the Archives Division, Secretary Ward appointed Richard Dunstan Higgins, a member of the Society of American Archivists, who for the past 3 years had served as Secretary Cronin's administrative assistant and who had been State Archivist from 1950 to 1956. During World War II he saw combat duty in Europe in the Corps of Engineers, and later he was assigned to the staff of the Paris edition of *Stars and Stripes*. Both he and Secretary of State Ward eagerly look forward to the day late this year or early in 1960 when the new State Archives Building will be opened.

The American Antiquarian Society, the Massachusetts Historical Society, the Historical Society of Pennsylvania, and the Virginia Historical Society, assisted by a \$20,000 grant from the Council on Library Resources, Inc., of Washington, D. C., are sponsoring a study of the independent historical society in today's world. From October of this year Walter Muir Whitehill, director and librarian of the Boston Athenaeum, will be on leave to devote his full time to the project.

In keeping with its development of a Women's Archives, Radcliffe College has announced sponsorship of a biographical dictionary of American women, *Notable American Women, 1607-1950*, to be compiled under the editorship of Edward T. James, recently associate editor of "Supplement Two" of the *Dictionary of American Biography* (vol. 22).

The following institutions outside Cambridge are cooperating in this summer's program for the sixth annual institute on historical and archival management, sponsored by Radcliffe College and the department of history of Harvard University, June 29-Aug. 7: Federal Records Center, Massachusetts Historical Society, Massachusetts State Archives, and Society for the Preservation of New England Antiquities, Boston; Essex Institute and Peabody Museum, Salem; Adams National Historic Site, Quincy; Saugus Iron Works; Old

Sturbridge Village; and Graphic Microfilm Service of New England, Waltham.

Howard Mumford Jones, editor-in-chief of the John Harvard Library of the Belknap Press of the Harvard University Press, has announced the coming publication of the first full and authentic text of Ralph Waldo Emerson's *Journals*, transcribed from the originals in Harvard University's Houghton Library and edited by William H. Gilman and associates.

MICHIGAN

Frank N. Elliott, formerly of the Wisconsin Historical Society, is the first curator of history in the museum newly set up in the former library at Michigan State University, East Lansing. Dr. Elliott is assembling both artifacts and manuscripts related to Michigan history.

In working under Lewis G. Vander Velde, director of the Michigan Historical Collections at the University of Michigan, Robert M. Warner, research assistant, will divide his time between looking for manuscripts and compiling a new manuscript guide.

Roscoe O. Bonisteel, 200-206 Wolverine Bldg., Ann Arbor, is making a collection of the papers of Gov. Alexander J. Groesbeck.

The Clarence M. Burton Memorial Foundation, through Frank Burton of Detroit, has made a second gift of \$500 to the Historical Society of Michigan.

The Detroit chapter of the American Records Management Association presented at the Pick-Fort Hotel, Detroit, May 7 and 8, a spring program on the general theme, "Today's Records Tomorrow." The announced speakers and their topics included: A. M. Pelham of Wayne State University, record administration; Irving D. Masselo, vice president of Frank M. Knox Co., forms; Mona Shepherd, vice president of Leahy & Co., correspondence management; William Riley of the U. S. Department of Commerce, office machines and supplies; Frank B. Holst of the Univac Division of Remington Rand, electronic data processing; John Dethman of the Ford Motor Co., record management *do's* and *don'ts*; and Robert D'Amelio of the Michigan State Highway Department, work measurement and paperwork standards. The following supplementary participants were named: Vernon Beal, Michigan Historical Commission; John Britt and Dale S. Kuebler, Ford Motor Co.; Adelaine Callery, Detroit Board of Education; Carolyn Starkweather, Standard Accident Insurance Co.; Harold Heintz, Michigan Bell Telephone Co.; Frank U. Nelson, Michigan State Highway Department; Del Ziadek, Michigan Records Center; John D. McEwen, Wayne County; John E. Miller, Chrysler Corp.; Thomas Cortright, Diebold, Inc.; and Wallace Worten, Photostat Corp.

MINNESOTA

The controversial field notes of the Lewis and Clark expedition, found some months ago in the desk of Gen. John Henry Hammond in the St. Paul attic of his daughter, the late Sophia V. H. Foster, have now been turned over to an heir, her nephew Louis Starr. An account in the *New York Times* for Mar.

27, 1959, citing an interview with Mr. Starr in Princeton, N. J., leaves the impression that although there has been no intention of donating the material to the Minnesota Historical Society, yet he personally hopes to keep the material intact and to see that it is eventually made available for research in some institution. A dealer has reputedly offered \$20,000 for the lot.

At the annual meeting of the Minnesota Historical Society on Apr. 21 the program focused further attention on the controversial Lewis and Clark field notes. With the society's president, Leonard Lampert, Jr., presiding and St. Paul attorney Walter N. Trenerry acting as debate chairman, Robert H. Bahmer, Deputy Archivist of the United States, discussed "The Case for Government Ownership," and Paul M. Angle, director of the Chicago Historical Society, presented "The Case Against Government Ownership."

MISSISSIPPI

In calling attention to the establishment of a Microfilm Division within the State Department of Archives and History the January 1959 issue of *The Micro Photo Reader* (Micro Photo, Inc., Cleveland 12, Ohio) mentions that the department is planning the filming of Mississippi newspapers, 1858-68. In order to get full coverage, Charlotte Capers, who directs the Department of Archives and History at Jackson 5, Miss., will be glad to learn of the location of any Mississippi newspaper files for this period.

The department is devoting much of its energy and staff time toward the development of an outstanding State historical museum in the Old Capitol Restoration, now in progress. The restored building will provide a historic setting for a State historical museum, which is being planned by Miss Capers, with the consultation and advice of leading museum experts in the nation. Dr. Arnold B. Grobman, director of the Florida State Museum, has been consulted on plans and policies for the museum; and a two-man team of museum exhibit planners from the National Park Service spent the month of May in Jackson, working with Miss Capers on 25 exhibits chosen for the museum.

MISSOURI

Representatives from Missouri, Arkansas, Tennessee, Kentucky, Illinois, and Nebraska were called to a regional meeting of State Civil War centennial commissions at St. Louis, Feb. 11, 1959. Officers of the National Civil War Centennial Commission held the rally to further the centennial plans in these particular States.

The first consultant to the Freedom of Information Center newly set up at the University of Missouri is journalist Edwin Moss Williams. According to a dispatch to the *New York Times* the center "will collect, study and disseminate facts concerning the suppression of news with the principal objective of making all public information available to the public."

NEBRASKA

W. D. Aeschbacher, director of the Nebraska State Historical Society, has announced receipt of the records of the Milldale Ranch Co. and important

segments of the papers of folklorist Louise Pound, Lincoln editor James E. Lawrence, and George W. Berge and his son Wendell Berge, the last a former Assistant U. S. Attorney General. John E. Gilmore of California has presented materials, chiefly on Cass County, Nebr., collected by his father and has established a \$2,000 fellowship for their study.

NEVADA

The July 1958 issue of the *Nevada Historical Quarterly* publishes the notes made by Flora Isabelle Bender on a journey across the plains from Nebraska to Nevada Territory, May 7 to Aug. 4, 1863. The Nevada Historical Society obtained the manuscript from her nieces.

NEW JERSEY

A telephone call to State Librarian Roger McDonough from a friend in New York that certain New Jersey documents, apparently official, were being offered for sale by a New York dealer alerted New Jersey authorities to the absence from the State House of the will of John Hart, a signer of the Declaration of Independence, and about 30 legislative acts signed by Gov. Woodrow Wilson in 1911 and 1912. The New York dealer, who had bought the items for \$315, readily restored them to the office of Secretary of State Edward J. Patten. The seller of the documents, already serving a prison term in Pennsylvania for grand larceny of wills from the Philadelphia City Hall, has been indicted in New York on additional counts involving the New Jersey property.

Howard C. Rice, Jr., chief of the department of rare books and special collections in the Princeton University Library, edited for the *Bulletin* of the Historical and Philosophical Society of Ohio (Oct. 1958) several Barthélemi Tardiveau items relating to the development of the Ohio Valley about 1783.

NEW MEXICO

Through the courtesy of Secretary of State Betty Fiorina, the editor has received a copy of New Mexico's Public Records Act of 1959 (Ch. 245, 24th Legislature): "An Act relating to the care, custody, preservation and disposition of public records; creating a state commission of public records, a state records administrator, and a records center; making an appropriation; providing a penalty; and repealing" certain sections of existing statutes. The act was sponsored by State Rep. A. T. Montoya and State Sen. Ward A. Minge. The 7-member commission set up under the legislation must employ as State record administrator "a competent, experienced person professionally trained as an archivist and records manager," who need not be a resident of New Mexico at the time of his employment. Santa Fe is specified as the location of the record center, and the administrator is clothed with full responsibility, under the commission, for carrying out the purposes of the act.

NEW YORK

James J. Heslin, formerly assistant director and librarian of the New-York Historical Society, was appointed associate director and librarian on Jan. 28,

1959. The board of trustees reelected President LeRoy E. Kimball for another term of 3 years.

Wagner Lutheran College, Staten Island, is seeking contributions for a new library with a large room or section to house the Edwin Markham collection of books, manuscripts, and personal correspondence.

James K. Owens, formerly of the National Archives and Records Service, has become Archivist of Syracuse University. Ultimately he will develop an archival program for the university's records. But during his first year he will be primarily concerned with the arrangement and description of the more than 450 file drawers of gubernatorial papers given to the university by former Gov. Averell Harriman. These papers should prove an invaluable resource for the 2-year research study of the Harriman administration that is being carried out under the auspices of the university's Maxwell Graduate School of Citizenship and Public Affairs.

A 21-room stone mansion in Salisbury Park, East Meadow, Long Island, is being converted into Nassau County's first historical museum and library. Research rooms and historical materials will be located on the second floor.

The New York State Historical Association, Cooperstown, will hold its 12th annual seminars on American culture, July 5-18.

Edward J. Lazare, rare book librarian for New York University, is in charge of the Fales Library collection, temporarily located on the third floor of the Hafner Bldg., 31 E. Tenth St., New York City. The \$200,000 collection of books and manuscript material representative of English and American authors from the 18th century to the present was given to the university in March 1959 by DeCoursey Fales, a retired banker.

Winslow Carlton, chairman of the board of directors of the lower East Side's Henry Street Settlement, has presented to the library of the New York School of Social Work, Columbia University, the Helen Hall Settlement papers, so called from Miss Hall's 25-year direction of Henry Street Settlement. A description of the material has been compiled by Susan Jenkins Brown.

Mary Davenport Seymour, curator of the theatre and music collection at the Museum of the City of New York since 1927, has won the 1959 Kelcey Allen award. The presentation scroll noted her achievements as an archivist and historian of the theater.

A New York County grand jury that had spent more than a year investigating charges of graft and corruption in New York City's Department of Public Buildings publicized 13 recommendations in March 1959, including the following 6 relating to improved record administration:

Exclusive control of the records should be vested in one or more individuals designated by the Commissioner [of the Department of Buildings]. The records should be so maintained as to make it physically impossible for anyone other than those in charge to have access to them.

A member of the department should be permitted to obtain records only upon a written requisition, which should be submitted to the individual in charge.

The requisitioned records should be obtained from the record room or section by

the individual in charge and no one else. This procedure is designed to preclude the possibility of unauthorized access to other files.

Requisitions for records should be recorded, so as to keep a permanent file of the identities of those who obtained these records.

The person in charge of the records should be required to submit to the Commissioner or his deputy a list of requisitioned records which were not returned after a certain period of time.

A system should be devised which would reflect the contents of the various files and which would thus help to keep them intact.

The theme of the second annual conference of the Association of Records Executives and Administrators (AREA) at the Hotel Commodore, New York City, on May 8 was "Space Savings in a Space Age." Robert W. Humphrey of the New York Stock Exchange, the association's president, greeted the conference. The morning addresses were given by Herbert Angel, Assistant Archivist of the United States, Office of Records Management, and Mona Shepherd, vice president of Leahy & Co. Six workshop seminars were conducted in the afternoon.

NORTH CAROLINA

W. A. Bradley of Waynesville has presented to the headquarters of the Great Smoky Mountains National Park, Gatlinburg, Tenn., a sizable group of records principally concerned with logging operations, 1895-1930, in what is now the park area. It is expected that these records and perhaps transcripts of land condemnation proceedings will be housed in a new museum building to be constructed within 2 years.

House Bill 26, strengthening the hand of the State's Department of Archives and History in operating a record management program, became law in March 1959. State Archivist H. G. Jones and Public Records Examiner Alex M. Patterson have begun an active county program. A county record handbook is scheduled for early publication.

Elaborate ceremonies, Apr. 8-14, marked the formal opening of the Tryon Palace Restoration at New Bern. Gertrude Carraway is the director.

Planning at the University of North Carolina for the next decade contemplates a Special Collections Library that will accommodate the rare book collections, the North Carolina collection, and the Southern historical collection. The manuscript division of the university library has received by gift from a New York attorney, Preston Davie, a group of about 150 unusual manuscripts, 1560-1780, bearing on the history of the two Carolinas.

Materials in the North Carolina collection are described in the 15,500 entries of Mary Lindsay Thornton's *Bibliography of North Carolina*, 1589-1956 (University of North Carolina Press, 1958. \$7.50).

OHIO

The Historical and Philosophical Society of Ohio, occupying quarters in the University of Cincinnati Library, welcomed a collection of over a hundred original Hamilton County deed books, 1796-1860, which might have been

destroyed except for the cooperation of such persons as Ohio State Archivist Bruce Harding, Hamilton County Recorder Gilbert Shaver, and Irwin Rhodes, of the Legal Documents Committee of the Cincinnati Bar Association. The society acquired by gift during 1958 a 7,500-piece collection that includes such treasures as the private papers and accounts (28 vols.) of Timothy Kirby (1797-1874), lawyer and land agent for the Bank of the United States, and 13 wooden boxes of that institution's papers, 1820-45. Using for the first time its Chester F. Kroger memorial fund, the society bought three outstanding manuscripts of 1783 relating to Barthélemi Tardiveau's interest in developing the Ohio Valley.

Eva Maude Tilton, assistant catalog librarian at Kent State University, as part of her graduate work there in 1957 compiled two lists of micro-opaque publications, one by author and one by subject. This year Scarecrow Press, 257 Fourth Ave., New York 10, N. Y., is scheduled to publish her union listing.

James H. Rodabaugh, head of the division of history and science at the Ohio Historical Society, Columbus, is a member of the faculty named for the Radcliffe-Harvard sixth annual institute on historical and archival management.

The 10th anniversary of the founding of the American Jewish Archives on the campus of Hebrew Union College-Jewish Institute of Religion, Cincinnati, was marked on Mar. 25 by the appointment of the head of the Archives, Jacob R. Marcus, as first occupant of the college's Adolph S. Ochs chair of American-Jewish history.

The library of Ohio Wesleyan University, Delaware, Ohio, is collecting manuscripts and other materials relating to the Spanish Civil War.

On Feb. 3, 1959, in Cleveland, Federal Judge James C. Connell held that subpoenas for records must not be general but must be specific "with reasonable particularity as to what the documents pertain," and that to require certain labor leaders to bring all their records before a Federal grand jury investigating the vending-machine and juke-box business would be a violation of the 4th Amendment to the Federal Constitution.

PENNSYLVANIA

With the active cooperation of the Historical Society of Pennsylvania and the Library Company of Philadelphia, the Free Library of Philadelphia has been having its files of the *Public Ledger* microfilmed. Thus far, after 3 years of filming, the files for 1837-1926 have been reproduced.

The Dreiser collection at the University of Pennsylvania was the principal source of the Theodore Dreiser letters, 1897-1945, selected for publication in 3 volumes by the university's press this year.

Philadelphia has been chosen to become the control point for a system of electronic computers designed to minimize the clerical task of keeping records of Marine Corps supplies and materiel.

The National Storage Co., Inc., 296 Barclay Ave., Pittsburgh 21, has its principal storage facilities carved out of solid limestone, 220 ft. under ground,

some 55 miles from Pittsburgh. One of the important customers for such storage space is the Westinghouse Electric Corp. The National Storage Co. has issued a pamphlet, illustrated in color, "Could Your Business Survive?" It also distributes a record security form and a price list.

Mary Cary, curator of the Swarthmore College peace collection since 1951, is retiring this month. The new curator will be Mrs. Earle Edwards of Swarthmore.

RHODE ISLAND

The first fully "automated" post office in the country will be built and equipped in Providence by Intelix Systems, Inc., of New York. The cost is expected to be 20 million dollars.

SOUTH CAROLINA

The editing of the papers of John C. Calhoun, begun by the late Robert Lee Meriwether of the University of South Carolina, will be continued by W. Edwin Hemphill, now editor of the publications of the South Carolina Archives Department. Dr. Hemphill comes from Richmond, Va., where he served as director of the history division in the Virginia State Library and editor of *Virginia Cavalcade*.

VERMONT

The State of Vermont Commission to Study State Government (Act No. 283, 1957), commonly referred to as the "Little Hoover Commission," released in February 1959 its report to the General Assembly. This report, entitled *The Operation of Vermont State Government* (115 p.) recommends the liquidation of many commissions and the assignment of their duties to some present major department or to the proposed new Department of Administration. The Public Records Commission would be abolished and a Division of Public Records would be created as one of the seven divisions of the new Department of Administration. Although the 1959 legislature may not implement the report, the present record program in Vermont would be expanded in the recommended reorganization to include two additional functions: (1) to maintain a record center to hold little-used departmental records for later disposition or transfer to archives; and (2) to collect and maintain records of ownership of land by State departments, agencies, and institutions.

VIRGINIA

The letters of Chief Justice John Marshall to his wife are being edited by Dr. and Mrs. H. Norton Mason, 2300 Grove Ave., Richmond.

According to the Washington *Sunday Star* for Feb. 8, 1959, the Virginia Civil War Commission has designated Louis H. Manarin, Jr., to compile the volume of Robert E. Lee's wartime letters and orders that the commission hopes to publish in April 1961. Mr. Manarin is a candidate for the doctorate at Duke University, where he has interested himself in the evolution of the South's military policy.

The Virginia State Library has had Micro Photo, Inc., of Cleveland, Ohio, microfilm some 1½ million pages of its Virginia newspaper holdings. The files were sent from Richmond to Cleveland for the filming and then discarded. The library has a positive film copy, and the negative is retained by Micro Photo, Inc., which is permitted to supply positive copies to persons or institutions who may arrange for them.

James M. Smith is acting director of the Institute of Early American History and Culture this summer. Director Lester J. Cappon is on leave in Great Britain working on a book to be entitled "Historical Manuscripts; Their Acquisition, Arrangement, and Accessibility for Research." Leonard Tucker, an institute fellow, is also abroad, like Dr. Cappon, on a grant from the American Philosophical Society. Soon to be published by the University of North Carolina Press is Edmund S. Morgan's *The Constitutional Rebellion; Sources and Documents on the Stamp Act Crisis, 1764-66*. This will be the first in the institute's newly inaugurated series of documentary volumes dealing with crucial colonial issues.

Colonial Williamsburg, Inc., has for sale at \$2 a facsimile edition of a 1754 pamphlet, *The Journal of Major George Washington*. James R. Short and Thaddeus W. Tate, Jr., wrote the introduction and notes; and Richard J. Stinely provided the illustrations. The collaborators are members of the Colonial Williamsburg staff. Information about a 6-week seminar for historical administrators, sponsored by the National Trust for Historic Preservation and Colonial Williamsburg, Inc., may be had from the Coordinator, Seminar for Historical Administrators, 2000 K. St., N. W., Washington 6, D. C. The seminar this year is being held at Williamsburg, June 15 to July 24.

The "Monthly News Note" issuing from the Manuscripts Division of the University of Virginia Library itemizes in chronological order the manuscripts received during the preceding month, lists the prints and photocopies acquired during that period, and gives the names of donors and depositors. During the second half of 1958, two collections of about 15,000 items each and numerous lesser collections were added. A very large addition in 1959 was the 20,000-item collection of British educator Samuel Higginbottom, 1874-1958.

This spring the Virginia Colonial Records Project Survey's *Reports* nos. 505-614 were distributed from Charlottesville. They cover some of the materials in the British Museum and at the Public Record Office, London, examined during the latter half of 1956.

WASHINGTON

Attorney Edgar Eisenhower of Tacoma, on behalf of his brother Dwight D. Eisenhower, has presented to the Washington State Historical Society the large-print text, with President Eisenhower's handwritten corrections, read by the President in his address to Colombo Plan Nations at Seattle, Nov. 10, 1958. The State historical society has also received an important part of the papers of Hiram Martin Chittenden (1858-1917), Army engineer. In de-

scribing the papers in the Jan. 1959 *Pacific Northwest Quarterly*, the society's director, Bruce LeRoy, mentions that other source materials bearing on Chittenden's career are at the University of Washington and the Missouri Historical Society.

WISCONSIN

The note in our January 1959 issue about the new director of the State Historical Society requires some clarification: When Director Clifford L. Lord left in early September 1958, Associate Director Donald R. McNeil, not a candidate for the directorship, became acting director. Subsequent announcement has been made that Leslie H. Fishel, Jr., will arrive about Aug. 1, 1959, to assume the post of director. Dr. Fishel has been serving as the director of the Oberlin College Alumni Association, Oberlin, Ohio.

WYOMING

Leigh Ortenburger, 3031 Emerson St., Palo Alto, Calif., is trying to verify traditions about an attempt of 1877 or 1878 to ascend the Grand Teton. He would like to hear from anyone who knows the whereabouts of diaries or other papers of S. J. Kubel, who for 30 years or so was the chief engraver for the U. S. Geological Survey.

The 35th Wyoming Legislature, which met in January and February 1959, passed a law that reorganizes archival and historical work in Wyoming. On July 1 the Centralized Microfilm Department was merged with the Wyoming State Archives and Historical Department. The new law strengthens the archival and record program on State, county, and municipal levels. It also abolishes the Historical Landmark Commission and assigns its work to the Archives and Historical Department. The former administrator of the Centralized Microfilm Department, Dorothy K. Taylor, will head the Archives and Records Division. Lola M. Homsher is director of the expanded Archives and Historical Department.

ANNOUNCEMENT OF THREE INTERNATIONAL CONGRESSES

The following international congresses of interest to archivists will be held at Stockholm, Sweden in August 1960:

1. The Fourth International Congress of Archives,
August 17-20
2. The Eleventh International Congress of Historical
Sciences, August 21-28
3. The Fifth International Congress of Genealogical and
Heraldic Sciences, August 21-28

If you expect to attend any of these congresses, please send notice of your intentions to the following addresses:

IV^e Congrès International des Archives
Riddargatan 11B
Stockholm Ö
Suède

XI^e Congrès International des Sciences Historiques
Riddargatan 11B
Stockholm Ö
Suède

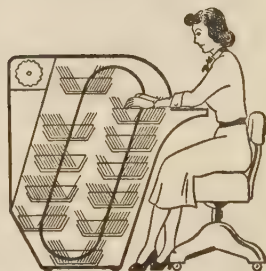
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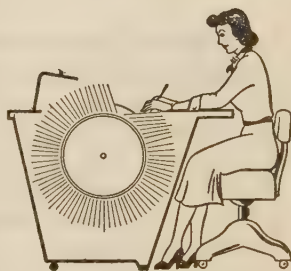
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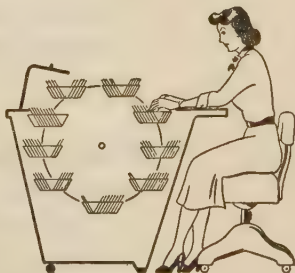
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Australian Experience in Record and Archives Management

By IAN MACLEAN *

Australian Commonwealth National Library

IN recent months I have had many opportunities to discuss with archivists in England, Canada, and the United States the problems of the profession in the twentieth century. Again and again the same questions were raised. What is the archivist's profession? How should he be trained? What should be the relation between the archivist and the record manager?

These questions have been discussed several times in the pages of the *American Archivist*; indeed, in the October 1958 issue, three of the four articles are quite directly concerned with them. I propose to discuss them again in this article. The first part of the discussion consists of some general observations on the profession as I have seen it during my travels, the second part describes recent developments in Australia, and the third is a hurried attempt to rewrite for American readers the theory of recordkeeping that was developed early in 1958 during a course for record managers in Commonwealth Government Departments. There is also a brief conclusion.

ARCHIVISTS AND RECORD MANAGERS

In recent years the archival profession has ceased to be concerned, wholly or even primarily, with the preservation of records of the past for use by the present generation and has become involved with preserving the records of the present for future users. It was inevitable that very great changes in professional attitudes and techniques would follow. Some archivists refused to recognize a crisis or, at any rate, regarded twentieth-century records as a form of lower life to be dealt with by a lesser breed. Others, particularly in America, made valiant attempts to adjust their techniques to meet the problems without in any significant way adjusting their basic attitudes. Both groups, the latter more justifiably, were surprised

* Mr. Maclean is Chief Archives Officer of the Archives Division of the Australian Commonwealth National Library.

and resentful when the record managers capitalized on the situation and on the experimental work already done and, with significantly different attitudes of mind, developed large-scale programs, the success of which were measured in material rather than cultural terms. With the Hoover Commission report in 1949 the new era of record management was launched, in other countries as well as in the United States; and many archivists retreated to a defensive position in which they visualized themselves as historians serving historians, making only occasional sorties into the domain of record management with respect to the appraisal of records for archival purposes.

It is 10 years since the Hoover Commission report appeared, and some at least of the tensions seem to be disappearing. The old warriors still talk of early battles; but, at least in the more junior ranks, there are promising signs of fraternization. Most particularly in the Federal field and in at least one of the States I have visited there is a deliberate policy of integration. Everett O. Alldredge's article in the October 1958 issue of the *American Archivist* illustrates this trend. (It also illustrates the importance of training, which I shall touch on later.) Finally, there are constant reminders, from both within and without the profession, of the need for co-operation by archivists and record managers.

It is not really surprising that this rapprochement should occur. The early days of record management in any one government area provide easy pickings. The initial clearances are large; the obviously ephemeral backlogs are relatively easy to identify so that substantial savings can be quickly measured and cited. Now, however, many record managers — who are more often than not the unfortunate successors to the first confident wave of record management advisers and consultants — are facing new problems. They are discovering that marginal record areas, which must be cleaned up before continuous record disposition programs can be effective, require analytical treatment that is just as time-consuming (and hence profit-reducing) as the treatment accorded to archives by archivists. They are finding too that they not only must analyze mass problems and advise on broad programs but must also train the people who will carry out the programs. It was the failure on the part of some record analysts to face up to this situation constructively that lent weight to the criticisms of many archivists and that tempted me in a facetious moment to suggest (with acknowledgment to Emmett J. Leahy and Dorothy Parker) that if all the record analysts in the world were laid end to end they would really be getting down to grass roots.

The case for regarding record managers and archivists not as belonging to related professions but as being of the same profession has been very ably stated by Morris L. Radoff in his presidential address to the Society in 1955, published in the January 1956 issue of the *American Archivist*. Within that profession there can and should be various specializations just as there are in other professions. There will be, too, those who prefer public relations work and those who prefer backroom activities, and so on. In fact, it seems to me that we have three broad classes of archivists — departmental (or agency) archivists, modern archivists, and historical archivists — and that for each of those broad classes there are many different kinds of individual, day-to-day tasks and duties.

I agree with Dr. Radoff on the question of professional relations. I do not, however, agree with him on the question of the training of new entrants to the profession. I agree that the archivist should, except in rare cases, have attained a suitable academic degree at the time he enters the profession and that he may well supplement that degree with further studies. But it seems to me to be crucial that if the archivist's profession is to be a separate profession there must be some basic professional knowledge that is, particularly, the province of the archivist. This professional study is surely the study of the characteristics of record materials, the comparative study of past and present recordkeeping systems, and the classification problems associated with them. This is the kind of knowledge that every archivist, no matter what his particular task, must have. Once the broad principles are stated, is there very much point in discussing the theory and practice of arranging and describing archives without a knowledge of the ways in which the records were originally created and classified? Is there much point in arguing the relative merits of different kinds of filing systems without a knowledge of the characteristics of record materials and of the principles of classification applied to keeping them? Let us, by all means, recruit historians, social or political or economic, but we shall also need accountants, lawyers, geographers, and men of many other disciplines for specialized jobs. Whatever a recruit's background, specialized archival training must be centered on recordkeeping practice, supplemented in particular government areas by the history of administration in the departments or agencies and the nature of the organizational structures and work methods developed by them. Furthermore the training must not only be conducted in the classroom; it must also be supplemented by practical projects designed to complement and elucidate the formal training.

AUSTRALIAN EXPERIENCE

In Australia the Commonwealth Government archives and record management program has developed into what has been called "comprehensive public records administration." It has two main features. The first is an integrated archives and record center organization, and the second is a definite policy of appointing in each Government department a specially chosen and trained record management specialist, called a departmental registrar, with responsibilities for developing a continuous and consistent record management program involving current record systems, disposition scheduling, special departmental reference and information services, and related activities. It does not include paperwork management activities, which are handled by the Organization and Method staffs as part of the wider management field.

Before I go on to describe these features in more detail it would be advisable for me to give American readers some information about the latest form of registry system that is becoming prevalent in Australian Government departments.

The Australian Registry System

The registry system as it now exists in Commonwealth Government departments is very different from the nineteenth-century registry system, which most Americans have in mind. All incoming papers, regardless of type and importance, are *not* entered in a volume in chronological order of receipt and thereafter kept in that order. Nor are copies of outgoing letters bound into volumes in chronological order. All mail, however, with some minor exceptions, comes in the first instance to the registry, which is also the mail room. There, recognized classes of routine operating records are directed straight to action desks; and the rest of the general correspondence, perhaps only 5 or 10 percent in many departments, is subjected to registry processes before it goes to action desks. If the paper is urgent it gets specially accelerated treatment and is on the appropriate desk in a matter of minutes. The rest of the mail is or should be on action desks before lunch time. Each paper leaves the registry as a part of a file — either as the first paper in it or as a "follow-on" paper. The procedure is as follows.

The papers are first divided into two groups — those that have specific reference to previous papers and those that are apparently new papers. Those in the former group are sent straight to the file attachment officer if an actual file number is quoted, or via the subject or name indexer if no number is quoted. Provided the attachment officer is satisfied in each case that the paper is a genuine "fol-

low-on" paper, it is then either fastened to the file if it is in registry or sent for attachment to the action section that is using the file. If the attachment officer is not satisfied with the paper's "follow-on" character, it is sent back for the full treatment described in the next paragraphs.

The second group — of new papers — is handed to the classifier, who is the key man in the registry. He decides what the file title will be (a very important matter, as we shall see later) and to whom the file will be directed for action (by consulting his maildex); and he indicates under what subject headings it will be indexed (by consulting the list of authorized index headings and writing the code numbers of the chosen headings on the paper).

The paper then goes to the registration clerk, who makes up the new file by fastening the paper inside a manila folder, numbering the folder, and writing on it the title and the routing direction. He then enters the file against the appropriate number in the Numerical Register (cards on the backs of which the file numbers are repeated to allow the movements of the files to be recorded). In some systems of numbering the files are classified according to a subject breakdown; but the system most favored is a year and single number system, each file receiving the next available number irrespective of subject, — for example, 58/2346, 58/2347, and so on. The file is then passed to the subject and name indexers, who make the appropriate entry on the card or cards under the headings suggested by the classifier. The file is then passed out for action by messenger service.

The movement of files around the various action sections is recorded on the back of the register card (which becomes, after 10 registration entries have been made, part of the Movement Register). Either the files are cleared through the registry or, if the file is passed direct from officer to officer, a transit slip is forwarded to the registry.

Whenever a file is returned to the registry after action is complete or because action is temporarily suspended (in which case it is marked for resubmission on a particular date) it is reviewed by the postexaminer, who directs the making of any additional index entries required, checks to see that all action is complete, and by consulting the disposition schedule "sentences" the file for destruction or transfer to archival custody at a certain date in the future.

To Americans this may seem a cumbersome procedure, but it is not really so. Several things should be borne in mind. First, the size of the registry tends to be geared to the size of the organizational unit; and, if necessary, decentralization occurs. Second, not

all papers that arrive in the department have to be on action desks within half an hour. The action officer cannot deal with them all at a time; and, if arrangements are made to get urgent papers to the desk quickly, reasonable requirements are met. Third, the organization of the registry is now based on work-flow patterns that have been carefully devised and that can be continuously checked and adjusted for bottlenecks or mistakes. Fourth, by allocating the work suitably it is possible to pay reasonably attractive salaries to the key personnel who have to make classification judgments while the more routine work is done by lower paid staff. Finally, provided the files have been properly constructed and the disposition schedule soundly developed, there is an automatic disposition program proceeding continuously as part of the normal recordkeeping routine.

There are, of course, variations in practice and some registries are a great deal more efficient than others, but the organization I have described is officially prescribed and working in enough departments to have proved its worth.

The Commonwealth Archives System

A detailed description of the Commonwealth archives system up to about 1956 is contained in an article by H. L. White, Librarian of the Commonwealth National Library, entitled "The Development of the Commonwealth Archives Programme," which appeared in the December 1956 issue of *Public Administration*, the journal of the Royal Institute of Public Administration of Australia. Reprints can be obtained by writing to the author. In this article I shall amplify such selected aspects as seem necessary for this discussion and describe some of the developments since 1956.

The Commonwealth Government archives program is entirely distinct from the programs of the State governments; but the Commonwealth maintains repositories in all the State capital cities, except Hobart in Tasmania, to provide archival services for departmental offices located in those cities.

The Commonwealth archives program was launched during World War II. From the outset its two main objectives were, on the one hand, to provide facilities for preserving and making available Commonwealth archives and, on the other, to draw up, in cooperation with departments, lists of records that were *not* to be included in the Commonwealth archives. It will not surprise American readers that under postwar conditions almost all the relatively limited resources available were given over to the work of surveying, scheduling, and appraising records and developing departmental disposition programs. The more traditional archival

activities of preserving, arranging, and describing records were conducted on record center lines and the archives repositories were developed chiefly as an adjunct to the governmentwide disposition program. Only in the last 2 years or so has any concentrated attention been given to the problems of finally arranging and describing the archives in groups. Hence it may be said that the Archives Division of the Commonwealth National Library,¹ although always conscious of the underlying archival objectives, was more nearly a record management division in the American sense.

The planning of the archives system was begun in 1942. The first appointment of an archives officer to the Library (myself) was made late in 1944, and until 1949 the slowly expanding staff was absorbed almost wholly in surveying agencies at their request, preparing schedules, and installing a very simple repository organization and an elementary accessioning system. When the Hoover Commission report was published in 1949 the Commonwealth Government took swift action; and during 1950 a series of surveys was made jointly by a representative of the Commonwealth Public Service Board and the Archives Division in almost every office of the civil departments and several military establishments in the State capital cities. The surveys cleared a good deal of floor space and gave a breathing spell that permitted the development in later years of more comprehensive and continuous disposition programs. These programs depended on the repository and reference services provided by the Archives Division in each city in the wake of the survey.

After the surveys the staff of the Archives Division concentrated on two main areas of activity. The first preoccupation was to develop the techniques of disposition scheduling and to cooperate with departmental offices in introducing comprehensive disposition programs based on schedules. The second concern was to develop an accessioning system that not only would be adequate to cope with increased holdings and growing reference requirements of the depositing offices but also would provide the basic framework for advanced archival arrangement and description. One of the main conditioning factors in both aspects of the work was the fact that, while the central office of the Division was in Canberra, the regional repositories were widely dispersed. Nor were the holdings of these offices merely field records. In at least two of the branch repositories

¹ The Commonwealth National Library is the institution designated as the provisional Archival Authority for the Commonwealth Government. The Archives Division is one of the divisions of the library and is concerned only with government archives. Private archives are managed by another division.

large quantities of central office records were being accessioned because only about half of the Commonwealth Government central offices have been transferred to Canberra from Melbourne, and, particularly during the war, central office functions were also located in Sydney.

Although in practice it is difficult and not necessarily desirable to make clear-cut distinctions between the work of record management liaison with departments on the one hand and the work of providing repository services on the other, I propose in the following paragraphs to describe the two programs separately.

The preparation of schedules to cover the series of records that were found outside the registry — the series of case files and of forms and similar records — was not a particularly difficult task technically, however difficult the appraisal may have been in some cases. The main difficulty was to find a method of ensuring an efficient and continuous disposition of files from within the registry that not only would be safe in terms of continuing values but would avoid the necessity of having one or more senior departmental officers as well as one or more archivists examine each file individually. Many experiments were made, of which some were more successful than others; but increasingly the final solution seemed to depend on adjustments in current recordkeeping methods.

About the same time that the drive for more efficient disposition was launched an organization and method study was made by senior members of the Public Service Board on registry organization and procedure. The results, which produced the registry methods described earlier in this article, were highly significant and have greatly affected the later development in the whole field of public record management.

By the time seminar discussions were held in Canberra in 1954 under T. R. Schellenberg's direction, the stage was set for discussions of record characteristics, classification, subject relations in record work, and related matters that were among the most significant questions discussed by the archivists and record officers present. Those discussions identified and defined the problems that were to be investigated over the next 2 or 3 years.

All along there had been an increasing pressure for improvements in the quality and status of record personnel. The Commonwealth Archives Committee (which advises the Prime Minister) had, as early as 1947, represented the need of a definite campaign for improvement. The special surveys of 1950-51, the departmental disposition activities, and particularly the registry organizational and procedural developments — all contributed to raising the status of

record personnel. In 1953 the Public Service Board sponsored a Registry Officers Conference, which met monthly to assign topics for study by working committees and to consider the completed reports. Constructive suggestions were made by this conference for the specialized training of senior record officers, and in these suggestions the managerial aspects of the work were emphasized. In the meantime the National Librarian had represented to departments the need for each of them to have a full-time officer of reasonable training and experience to act as archives liaison officer and in particular to analyze records in, or being transferred to, archival custody in order to help the department decide what access should be granted to nongovernment research workers. These and other suggestions were considered by the Public Service Board and various schemes were discussed with interested organizations. Finally the registrar scheme was announced early in 1957, and the machinery was set in motion for creating special positions, advertising vacancies, interviewing applicants, promoting appointees, and so on.

While these preparations were being made, a Training Committee for the registrars' course was established. The Committee was made up of a member of the Public Service Board Training Section as chairman and three technical members — the Chief Archivist of the Commonwealth National Library, the Departmental Archives Officer (now Registrar) of the Department of the Navy, and the Officer in Charge of the Registry (now Registrar) of the Department of Labour and National Service. The Committee developed a comprehensive syllabus of training and then, working almost full-time in the later months, prepared the training materials for a course that, combining both formal group training and practical project training, ran for approximately 4 months — from March to July 1958.

The responsibilities of a registrar were defined by the Public Service Board substantially as follows:

Advise management on all aspects of the organization and use of records in the department.

Oversee all record holdings both inside and outside the registries.

Review continuously the systems and procedures in use.

Promote a systematic program to reduce current holdings and to maintain the records of the department at an efficient minimum.

Exercise technical direction over all record units in the department.

Organize essential secondary reference services within the department and advise on conditions under which departmental records in the custody of the Archives Division may be used for nongovernmental research and historical purposes.

Develop and direct the department's archival work, including disposals, and maintain liaison with the Archives Division.

To carry out these responsibilities the registrar requires a comprehensive knowledge of the technical aspects of the work and particularly of:

- (1) the relations between records and administrative activities;
- (2) the principles and standard practices involved in the various classification and indexing processes;
- (3) the theory and practice of organization and method as they affect registry and other recordkeeping sections;
- (4) standards for evaluating records for preservation and the objects of archives administration.

Training Course for Registrars

To prepare registrars for all aspects of this work a 10-part course was devised with the following detailed aims:

Part 1: Group Training, 2 weeks.

To provide a perspective of service administration within which the registrar will work.

To emphasize the interdependence of all phases of recordmaking and record-keeping.

To introduce the basic theories to be developed in later sessions.

Part 2: Departmental Assignments, 2 weeks.

Practical assignment: a census of nonregistry sets [series] in the student's own departments.

To provide experience in fact-finding inquiries.

To give experience of the nature and scope of nonregistry records in the departments and the method of making and keeping these records.

To give experience in the preparation and use of census sheets.

Part 3: Group Training, 4 weeks.

Instruction in the techniques of recordkeeping, with emphasis on correspondence files.

Examination of the key registry processes and the construction of appropriate classification systems.

Part 4: Departmental Assignment, 2 weeks.

Practical assignment: analysis of the classing used in registering and indexing files; identification and description of classes of files for disposal and other purposes.

To consolidate instruction and give the registrar practical knowledge of the nature of files in his department.

To provide information for the improvement of registry methods.

Part 5: Group Training, 1 week.

To demonstrate the extent of disposal problems.

To prepare the registrar for the task of developing an efficient disposal program.

Part 6: Group Training, 4 days.

To discuss the objectives and procedures of intermediate record and archives administration and the services available from the Archives Division.

Part 7: Group Training, 4 days.

To discuss methods for using information for departmental research and reference purposes and problems of granting access for nondepartmental research purposes.

Part 8: Group Training, 1 week.

To define the responsibilities of the registrar as a manager.

To instruct in the techniques of method investigation and reporting.

Part 9: Departmental Assignment, 2 weeks.

Practical assignment: review and report on the efficiency of a selected area of registry operations in a Head Office registry.

To provide guided observation and practical experience in the review of registry organization and method.

Part 10: Group Training, 2 weeks.

To explain the principles of a departmental training program and its importance to management.

To demonstrate and give instruction in the methods of training for various groups concerned in record work.

The course, being a pioneering one, had its faults, and numerous changes in detail would be made for a second one; but on the whole it appears to have succeeded in its objective of preparing the registrars for their work. (It is of course too early to report on results in departments.)

There were two important features worth reemphasizing. First, a major emphasis was given to providing a comprehensive picture of the interaction of various recordmaking and recordkeeping processes and the broad principles that underly all recordkeeping activities no matter what particular variations may be found in practice from place to place or from time to time. Second, formal training and practical training were carefully interrelated so that trainees not directly acquainted with record work² could comprehend records in the raw and so that when registrars entered on duty in the department, they would already be started on their long and difficult task.

Before describing the theory of recordkeeping that was developed as the unifying basis of the whole course, I want to turn briefly to the other main line of development in the Commonwealth program — the adjustment of record-center accessioning to meet future archival needs.

² Approximately one-third of the trainees had direct record experience; the other two-thirds had backgrounds of organization and method work, administration, or research. Degrees were not required but the selection board aimed at ensuring equivalent qualifications and/or mental ability coupled with experience.

Broadly the aim of our present internal control program has been to integrate record-center and archives-management activities as far as practicable with the specific objectives of —

- (1) helping to overcome the decentralized repository problem;
- (2) ensuring that we gather as much pertinent information as possible about permanent records at the time of transfer when the information is still available;
- (3) providing an operational chain that gives physical care, secures information, and provides reference service on records at all stages while leaving the specialist staff free to concentrate on arrangement and description and similar project work;
- (4) solving the problems, particularly prevalent in the Commonwealth Government, connected with keeping the archives of interacting, constantly changing, and for the most part still continuing departments and offices.

The system involves the fairly precise identification of series or parts of continuing series at the time of accessioning and, for those that are designated as permanent, the preparation of "set identification sheets."³ These, when completed, furnish the following information: the transferring and, if necessary, the creating office; title of the set; concise description of contents; method of arrangement; whereabouts of related registers or indexes; access requirements; history of the records before transfer; and (for later use) history of treatment after transfer. One copy of the form goes to the department as a final receipt; the second copy becomes part of the repository's accession register; the third copy is available as a classification or indexing copy for the receiving repository's use; the fourth and fifth are forwarded to the central office. There one becomes a duplicate accession register and the other is placed in the central classified register, where, when combined with other set identification sheets from the same department or office, it becomes part of a kind of expanding preliminary inventory.

This central classified preliminary inventory system is being developed to serve three main purposes —

- (1) to provide the basic information for reference and research purposes;⁴
- (2) to provide the basis for deciding what special arrangement and description projects can be undertaken when particular groups or sub-groups are

³ Following the recommendations of two members of the staff of the Archives Division we are now using the word *set* instead of *series* as the generic term. From now on in this article I shall use it for this purpose but shall also use the term *series* in the narrower and more technical sense of a series of documents added to chronologically.

⁴ There are also, of course, special lists prepared by the department or by the archives staff as well as original registers and indexes.

sufficiently complete (and inactive from the record-lending point of view) ;
and

(3) to plan such inter-repository moves as may be necessary.

This is of course a simplified and somewhat idealized picture, if for no other reason than that the classified inventory system is only now being developed. Many problems remain to be solved. For example, it is obvious that much the same difficult classification problems are involved in classing set identification sheets as in arranging records. But it is much easier to class sheets of paper than record series on a preliminary or experimental basis. It seems, moreover, to be increasingly important for the archivist dealing with twentieth-century records to distinguish between operations that can be conducted on an operational or work-flow basis and those that require concentrated project work and to assign staff accordingly. (If he does this he must, of course, be able to plan projects on a priority basis.) Because the approach I have described provides automatically for day-to-day reference and servicing needs, such arrangement and description work as is done can be directed towards the full treatment of the relatively more important record groups. Most importantly it is possible to get down on paper, as an insurance against loss of staff, all the more important information that archivists acquire in working over the materials.

I have described several features of the Commonwealth archives system that seem to me significant for any discussion of the relations between archives and record management activities. I now turn to the theory of recordkeeping that was developed for purposes of the registrar training course but that, in whatever form it may ultimately take, is also the essential groundwork of archival training. I say in whatever form because I am well aware that, even if its main principles continue to stand up to professional criticism, it needs much clarification and adjustment, not only in terms of logical argument but also in the light of the practical experience of record managers and archivists.

CLASSIFICATION APPLIED TO RECORDKEEPING

Classification is a word used very frequently by those who work with records and archives.⁵ It is doubtful, however, whether it ever really means the same thing to the hearer as it does to the speaker.

In his book on modern archives, Dr. Schellenberg states that

⁵ I had better make my usual statement that to me the terms "archives" and "records" are synonymous when used in the general sense but that there is a practical advantage in distinguishing between the records held in creating agencies (records) and those held in central registries (archives).

"classification as applied to public records, means the arrangement of them according to a plan designed to make them available for current use." I have commented on this definition elsewhere as follows:

As late as the beginning of the twentieth century, records were kept in a relatively simple arrangement which more or less reflected the natural order of their creation or receipt or issue. It was generally accepted that they were kept as evidence of the fact or creation, receipt or issue and as evidence of the views and information passed. Nowadays, however, it is generally accepted, as Dr. Schellenberg's statement implies, that the arrangement of records is *planned*, with the purpose of making them available for *use*. In other words, there has been a change in emphasis from "evidential status" to "use" as the *raison d'être* for records, and from "natural order" to "planned arrangement" as the basis for keeping — in fact a change from "record keeping" to "records management."

It is, of course, right to attribute differences between modern archives and early archives to increased volume and complexity of business and the introduction of duplicating machines; but this should not be permitted to divert attention from the changing attitude towards the organization of records and their relationship to business method. The increasing application of "organization and method" in the work of public offices has, among other things, involved the conscious manipulation of record products as an integral part of procedural work.

Another way of indicating the change from the days of record-keeping to those of record-managing is to say that documents are usually thought of nowadays as pieces of paper containing information about *subjects* rather than as pieces of paper constituting evidence of particular administrative actions of which they formed a part. While this change may have been rational and even correct in relation to some of the papers with which a modern office has to deal, we in Australia have tentatively concluded that it is dangerous and results in loss of recordkeeping efficiency if it is applied to the main core of correspondence received and sent by a government office. Hence we view as retrograde the emphasis on "self-indexing alphabetical systems" as a means of controlling correspondence. In many of these systems for keeping records, year and date order has almost ceased to be represented. Yet surely if the records are evidence of administrative events, chronological sequence is extremely significant. Moreover, to permit disposition, the artificial device of cut-off dates has to be used.

I hope I have said enough here and elsewhere in this article to justify a reexamination of the nature of documents and the whole approach to classifying records. I shall nevertheless refer for further

support to Dr. Hardenberg, Archivist General of the Royal Netherlands Archives, who, in an article on pages 50-68 of *Overdruk int Nederlands Archievenblad*, 1957-58, analyzes critically a new classification plan for use in municipal archives, points out the deleterious effects of the "information" approach as compared with the "evidence" approach, and remarks that classification schemes need the full attention of modern archivists.

In the discussion below I shall assume the existence of a record manager in each government department or agency — an officer who is responsible for the efficiency of all aspects of recordkeeping and record disposition and in particular for the preparing of all classification schemes on which actual operations are based.

The Nature of Record Materials

A department's records are composed of the documents it has accumulated and retained in the course of doing business. These documents accumulate in various ways. They may have been sent *to* the department (or from section to section within it) as a means of commencing, carrying on, or concluding a particular piece of business. They may be copies of similar documents sent out *by* the department (or section). They may have been specially made to record the details of business conducted orally in meetings or by informal conversation. They may have been specially prepared by or at the request of the department to provide information on broad subjects, which will later provide the context for a particular administrative action or for any number of actions dealing with the same subject matter. They may have already been produced or published for other purposes and have been subsequently acquired by the department as useful information. They may be documents such as registers that are specially made for establishing the existence, characteristics, and/or whereabouts of other documents, or persons, or things; or they may be documents such as indexes that are specially made to assist in finding information contained in other documents.

The types of documents so accumulated are many and varied — originals of incoming letters, memoranda, minutes for files and minutes of meetings, copies of outgoing letters and memoranda, reports, submissions, surveys, summaries, returns, maps, plans, and a host of special forms of various kinds. They may include copies of published books and documents. These are the raw materials to be classified as records. Some are records in the first place — e. g., registers, indexes, and minutes of meetings — while others *become*

records by being placed (that is to say classed) in specially established record units, which in Australia we call files.⁶

All of these documents contain information and the placing of them in record units implies that the information they contain is of further probable use *for one or both of two quite different kinds of reference requirement* — to provide evidence of an action or of actions *already* taken by the department; or to provide background information that will help in the taking of *future* actions.

The first of these is of course the more important from the recordkeeping point of view not only in itself but because the background information contained in records properly kept as evidence of action is the most useful for administrative purposes (and for research purposes.)⁷ Records so kept assist the searcher to find out *why* an action was taken or whether the information is still valid. Yet many modern filing systems have failed on both counts by confusing the two purposes and making their record units (whether we call them files or folders) into subject "catch-alls," within which or between which action documents and background information documents are intermixed. Such filing systems rarely meet their primary reference commitments, particularly as the years go by; and, when the time comes for disposition, effective selection for preservation is an almost impossible task.

It is our contention that different kinds of file units should be used for action records on the one hand and background information records on the other. When a file is established in a record system it should be *either* an action file *or* a background information file, and the title should make clear which of the two it is. If there are enough of each kind to warrant it, the action files and the background information files should be kept in separate sets. But whether this is done or not *the first rule of efficient recordkeeping is that a clear line of demarcation should be drawn between files established for the two different purposes — on the one hand, of recording the sequence of action for particular pieces of business and, on the other, of gathering in one place information about particular subjects.*

If the reader should question this rule, he might remember that

⁶ They may, of course, alternatively be placed in independent sets. I shall talk only about files in this article unless there is good reason for doing otherwise. But in fact there is little theoretical difference between the file in a filing system and the separate sets of records held in action sections. The difference is either one of size or one of degree of specialized use or both.

⁷ See a most illuminating article by Paul Hasluck (now a Commonwealth Cabinet Minister) on "Problems of Research on Contemporary Official Records," in *Historical Studies, Australia and New Zealand*, vol. 5, no. 17, p. 1-13 (Nov. 1951), published by the University of Melbourne.

it is just as true nowadays as it was in the nineteenth century, *that letters and similar documents represent administrative actions and that, in a sense, what the record manager is classifying and the record staff are classing are actions rather than written pieces of information.* Hence the major factor in deciding how action documents should be related to each other as records is the way in which the actions that gave rise to them were related to each other in the conduct of departmental business. The combinations in which they might be *used* subsequently to provide background information of all kinds are an important but secondary consideration.⁸ When the background information use is allowed to be the primary consideration it often results in the sequence of action being broken up and spread across several subject files or folders (or even separate filing systems in the United States).

In carrying out its business a department divides its work as far as possible into specific units of work, which bear such names as affairs, matters, transactions, pieces of business, tasks, assignments, jobs, and so on. Although it has its drawbacks (all words in record management seem to have them) we shall use the term "transaction file" to describe a file that contains the sequence of papers deriving from a particular piece of business. There are of course tremendous variations in the kinds of transactions in any department. Some are very small and repetitious and are handled on a single form (for example a leave application and approval) or with two documents (for example an application and a certificate). Others, though clear-cut and repetitious, involve many documents. Some are clear-cut and unique. Some are highly complex so that it is almost impossible to distinguish between one transaction and another. Some may involve subsidiary transactions, just as a major decision often involves preliminary decisions on a wide variety of lesser matters.

Although the proportion may vary, all departments have to deal with some complex transactions, which cannot be subjected to set work procedures but which arise out of complex political, economic, social, and administrative situations. These are the ones that create not only the most difficult organizational problems in the department but also the most difficult file-construction problems for

⁸ Hence the insistence by one important department in England to this day that each separate in-letter should be separately controlled and jacketed with internal minutes and a copy of the reply, so that, later, temporary background reference "files" can be made up on any subject with any combination of documents. The action officer is very much to blame for the chaotic state of modern files since he has too often demanded *within the one cover* all the papers he needs in dealing with a problem. If he were using a library for his background reference he would surely not require the appropriate pages or chapters of various books to be automatically available under one cover.

the record staff. It is the departments having a high proportion of such transactions that tend to have central filing systems; and it is in such departments, I contend, contrary to general opinion, that subject classified systems are most unsuitable.

What Is Involved in Classifying Records

In an earlier section we noted the special objectives of the record manager. To carry out these objectives his classification plans should ensure:

- (1) that documents are supplied to action desks in packages (that is to say, files) containing all the papers about the piece of business in hand;
- (2) that the documents are maintained in an order that records the sequence of action on any significant piece of business;
- (3) that incoming mail together with *appropriate* previous action papers is directed to the correct action desk;
- (4) that the whereabouts of files or documents within files can be established at any time;
- (5) that the existence of information in one or more departmental files on any subject that is the reasonable concern of the department can be ascertained;
- (6) that files or documents can be either destroyed or transferred to archival custody as soon as their use to the department for current business purposes is exhausted.

Of these conditions (1) and (2) involve the construction of suitable file-units, (3) involves the use of a mail routing guide, (4) involves the registration of files and/or charge-out controls; and (5) involves disposition planning. All involve the use of classification schemes of one kind or another so that actual operations will be consistently, rapidly, and safely carried out. In other words there are *several separate* classification problems to be worked out in current record management, and each has to be worked out with two essential factors in mind — the nature of the materials to be classified and the purpose (or purposes) the classing operations are expected to serve.

I shall now examine each of the problems in turn.

Classing of Documents in Files or Series. We know that well into the nineteenth century the main series of records were:

- (1) a series of incoming correspondence — at first kept in chronological order; then registered in chronological order and kept in registered order; then registered and numbered in chronological order and kept in numerical order.
- (2) a series of copies of outgoing correspondence — at first hand-copied into ledgers, later press-copied, and later still carbon-copied — kept in chrono-

logical order and sometimes numbered for reference purposes and sometimes bound together.

(3) one or more series of minutes of boards, etc. — kept chronologically.

The main correspondence series could be and usually were subdivided (differentiated) into subseries from different sources or to different addressees.

The late eighteenth and early nineteenth centuries saw the development of various devices for improving the efficiency of these very elementary systems. Register entries were indexed by subject in the front of yearly volumes. Jackets were put around incoming documents to take care of additional papers that might accumulate in connection with the piece of business, and on these jackets minutes and notes might be written; and copies of letters in reply, when they became available, might be placed within them. Perhaps the most significant experiments took advantage of the fact that documents could be numbered in order of registration. The physical placement of documents was used as a means of varying the purely chronological order of registration, thereby constructing a relatively mobile package of *related* papers that could be moved around the office to meet the convenience of officers who wished to consult previous papers at their desks. This convenience was made possible by marking the register to show that earlier papers were filed with a particular numbered later paper (or vice versa). In this manner papers could be filed together that belonged to a continuing case or other piece of business; or all papers representing similar business could be filed together (e. g., returns, grants of similar certificates, etc.); or all papers about a particular subject matter could be filed together.⁹ Whatever the reasons, what was happening was that with-

⁹ The following simplified example consisting of a number of hypothetical register entries may be useful. In it P.P. means Previous Papers and S.P. means subsequent paper. The Action column gives more information than is customary so that the reader can follow the course of certain business.

P.P.	No.	S.P.	Subject	Action
	1	3	Suggestion of visit of United States warships to Australian ports.	Reply agreeing provided suitable dates can be found.
	2	5	Monthly return — warships strength.	To X for information.
1	3	7	Suggests date for visit of United States warships and asks for suggested itinerary.	Reply agreeing to dates and suggesting itinerary.
	4		Copy of report on new type of battleship.	To Y for information.
2	5	8	Monthly return — warships strength.	To X for information.
	6		Copy of report on new type of destroyer.	To Y for information.
3	7	10	Agreement to itinerary for U. S. war-	Reply supplying informa-

in the main series tiny subseries were being formed, *each one as the need arose*, to preserve an administrative sequence of action or a serial repetition of a particular kind of paper, or a subject relation. Some documents stayed in the original chronological order, but some (and later the majority) tended to become parts of files. These files of course gradually incorporated copies of outgoing letters, the main chronological series of which dwindled in importance to become the reading files of the present day.

While this was a great advance in convenience, the process of searching remained very cumbersome (as anyone who has used the registers and yearly subject indexes will testify) and the safe but slow techniques of recordkeepers who knew what they did but not why were no match against the subject classification theories and the office equipment salesman of the early part of the twentieth century.

In the British countries the registry system continued in existence but was modified by degrees, the main changes being that:

- (1) Cards (or loose leaf binders) gradually supplanted bound volumes for registration and indexing purposes;
- (2) In the majority of departments, *file titles* were registered and numbered instead of individual documents; and in those that did register individual documents, some attempts were made to cut down or abolish registration for unimportant documents.
- (3) Whether individual documents were registered or not in most departments, files within which documents were placed were usually given subject titles, and the subjects were classified into a subject classification scheme that was meant to provide mutually exclusive classes and to be self-indexing (except for names).

		ships and request for information about leave facilities.	tion on leave facilities and requesting that advice of departure from U. S. be cabled.
5	8	Monthly return — warships strength.	To X for information.
	9	Request for information on new type of destroyer.	To Y for answering.
7	10	Cable advising departure of visiting U. S. warships.	No reply necessary. P/A file.

Papers 1, 3, and 7 filed with paper 10, together with replies and internal minutes, would constitute a "transaction" file.

Papers 8 and 5 filed with paper 2 could form a "serial document" file.

Papers 6 and 4 could be placed with other papers in a "background information dossier" on warships.

Paper 9, if kept at all, could stand alone with its answer as a single small transaction or be listed with other requests for information in a serial transaction file.

The whole lot might be placed in one file on "warships" — in Australian slang a "subject bag" file, of which there are too many.

In American departments and agencies, although some continued to use central filing systems, which are really very similar to the modern British registry, the trend was towards more and more personalized filing services,¹⁰ based on self-indexing subject classifications with little attempt at the numbering of file units.

It is, however, significant that in both cases the file unit ceased to be a relatively spontaneous accumulation of papers produced in the course of a particular piece of business (i. e. the *record of an administrative event*) and became a folder or cover into which any piece of paper might be put because it dealt with or was thought to deal with the subject on the cover (which could bear a title as vague as "Administration — Miscellaneous").

It can be seen that, in one sense, what has happened in the course of the recordkeeping revolution is that instead of a few broadly based chronological series of records we now have a tremendous number of very minute "series," which can be moved around the office and which are one of three basic kinds (see again note 9) :

- (1) "sequence of action" filing units, which we call in Australia "transaction files,"
- (2) "repetitive document" filing units, which we call in Australia "serial document files," and
- (3) "subject" filing units, which we call in Australia "dossier files."

I contend that except in certain accepted and well understood circumstances the transaction file alone should be used for action records and that the second main rule of filing is that the *principle of respect for the sequence of administrative action should be strictly observed*. I contend too that with certain exceptions the dossier file should be used only for background information records. The only exception to this is that the dossier file may be used profitably for personal or property records *if* the subject of each file is a *specific and individual* (usually named) person or thing. In such cases, provided that all the documents are to be destroyed or all are to be preserved, it is permissible to mix the records of different kinds of transactions with occasional background information records in one dossier.

There are many extensions and variations of the "transaction file" that are permissible but that we will not waste time with here — they all follow fairly logically, and this is after all a theoretical argument. The main point is that the file must be left free to develop

¹⁰ Usually controlled by the secretary of the chief of the bureau, division, branch, or section. Significantly enough, Australian departments have relatively few secretaries and rely more on typing pools. The result seems on the whole to be less efficient typing and more efficient recordkeeping.

naturally rather than to follow preconceived subject patterns if it is to perform its *record* function properly.

As we noted earlier the file unit is really a small series or a sub-series. If it gets too large, it can be taken out of the filing system and treated as a separate series and charged to an action section if it pertains to that section solely, and so on. Hence the truth of Dr. Schellenberg's dictum that an act of decentralization in recordkeeping practice is an act of classification. Similarly a small series that has been kept as an office file can be incorporated into a central file system under certain circumstances. This is one of the reasons for maintaining that the keeping of a department's records is one overall classification problem (however many separate classification plans may be involved) requiring coordination by a single well-qualified officer. It is also one of the reasons why we in Australia have decided to talk about "sets" rather than "series." It is, finally, one of the reasons why the theory and practice of archives arrangement, valid for the broadly based series of the nineteenth century and earlier, needs reexamining and adjusting for twentieth-century records.¹¹

So far there has been a great deal of discussion using the term "subject," but we have not defined it. It, like "classification," is used quite indiscriminately at times and can in fact have two or three different meanings in record work. Sometimes it means function or activity, sometimes the transaction that is the subject of a file, sometimes the event about which the department is taking action, sometimes the abstract subject that is the subject of documentation, and so on. It is important to keep the differences clearly in mind when planning filing systems.

It is most important that adequate file titles be devised for files when they are established. File titles are vital to indexing and disposal efficiency and greatly assist archival work at a later stage; but, most important of all, the title is the means of ensuring that any officer who may add documents to the file will keep it true to character.

Every transaction requires the department to act in respect of some administrative object on behalf of somebody. Another way of saying this is that the action-subject theme of the file consists of the following elements — Action, Object, Topic, Client. Examples are:

¹¹ This does not mean that I advocate tampering with the principles of provenance and original order. What does happen, however, is that these two principles sometimes come into conflict when files have been passed from one office to another, sometimes being added to and sometimes not, sometimes being incorporated into new file sets and sometimes not.

<i>Action</i>	<i>Object</i>	<i>Topic</i>	<i>Client</i>
(1) Preparation (of a)	Report	Waterfront Disputes (for the)	Minister
(2) Decision (on the)	Application (for an)	Age Pension (by)	J. Smith

These elements must either be stated or definitely implied in the file title if the significance of the file contents is to be apparent in all the circumstances mentioned earlier. If the covering dates of the transaction are not made clear from the file number, they too should be shown because one of the purposes in file titling is to distinguish any given transaction (or series of transactions contained therein) from any other transaction. While reasonable economy of words should be sought, the contents should never be so abbreviated as to widen the possible scope of the file. For example, in (1) "Waterfront Disputes" might be an economical title but it could easily result in a "subject bag" file. On the other hand the title "Application for Age Pension — J. Smith" would be adequate for (2).

I have referred to the danger of the "subject bag" file, and the above example illustrates the importance of giving an adequate title to a file in preventing its growth. It also points to the danger of the catchword "one file — one subject" as a principle guiding the construction and titling of files. A file on "Waterfront Disputes" is indeed on one subject!

Classing of Files in Series or Sets. As I suggested earlier, the primary purpose of registering files in series or sets is to permit staff to establish the whereabouts of any given file (or document within a file). This involves, in most systems, the establishing of a file-title register and a register of file movements, and the allocating of a number that serves both as a convenient form of reference notation and as a means of establishing its correct place among other files in the storage area. Another purpose of registration is to authenticate the file as belonging to the records of the department but I need not discuss this further here.

Nowadays the file and not the individual document is the unit of registration. In earlier days, when individual documents were registered in the correspondence register, the construction of files and the titling of them could be done on any convenient basis without much concern for consistency. Nowadays care and consistency in file construction and titling have to take the place of detailed document registration or logging for accurate and detailed control of records. Registration of files requires the entry of a file title in

chronological order in a register and, as most registrations are numerical registrations, the allocating of the next consecutive number to it. The number is used for identification and to establish its place among other files. The allocation of a serial number implies the existence of a class of files within which each individual file will have its place in the serial numeration. This does not mean that a class of files need have a serial numeration — it can be unnumbered or alphabetically arranged; but before we can numerically register a file it must be allocated to a class. The question each record manager has to decide is how many classes and what kind of classes.

One of the early file registration systems — the single number system — involved one class only — a class of, say, “central registry files of Department X.” All the central registry files are in one single serial class, which presumably continues to grow as long as the department continues to function. From that class, however, might be broken away several smaller classes of files chosen because they were all of a particular type and were used by one particular section — staff files, applications for licences, and so on. Thus one method of classing is to decentralize one or more specific classes of records from the central registry and to allocate the responsibility for registering within the decentralized classes to the sections that hold them. Very few departments or offices in Australia still retain the single-number registration system.

Other departments establish separate serial classes for each year, a method called the “year and single number” system. This is a matter of operational convenience, and there is no difference between the types of files registered in each class except that they were registered in different years.

The significant point about both of these systems is that they rely entirely on indexes to find individual files or information in files and that the file numbers signify nothing more than the serial order of registration.

Still other departments use the multiple-number system — or (because there are usually three numbers in a file number) the three-number system. In these systems a file is registered in one of many separate serial classes (of which there may be several thousand) each of which is represented (that is, described) and differentiated from other classes by a subject heading with explanatory notes where necessary. Several of these headings are then grouped again under a broader heading. Hence the file number consists of three (or occasionally more) numbers: one representing the primary heading, one the secondary heading, and one the serial number of the file. For example, 45/3/31 might be the number for a file title

"Annual Demand 1957 for replenishment of stores for X Victualling Store," in which 45 represents the primary heading, "Stores Procurement," 3 represents "Victualling Stores," and 31 represents the 31st file registered in the serial class.

There is a good deal of argument between supporters of the year and single-number system and supporters of the multiple-number system over the relative efficiency of the two methods. The arguments hinge on the question stated earlier: How many separate registration classes should be established and on what basis should the classes be established? Most of the arguments in favor of the multiple-number system rest on the assertion that such systems solve, *wholly or in part*, the problems of classing for reference, classing for direction of mail, and classing for disposal.

No doubt both systems will continue to be used; and, provided the files are properly constructed and separated one from the other, both will serve the primary purpose of giving every file a serial number for identification and control. I personally very much favor the year and single number, whether in a central filing system or in a decentralized filing system, mainly for the following reasons:

- (1) The year and single number system retains its continuity and form over long periods of years, no matter what changes may occur in subject relation.
- (2) It automatically clears noncurrent away from current without leaving awkward gaps in the numerical sequences.
- (3) In times of emergency and loss of trained staff it is easier to maintain in good shape than a subject classified system because without skilled staff and supervision there is a tendency in multiple number systems to treat file jackets as all-inclusive subject folders.

*Classing of Information by Indexing.*¹² The purpose of indexing is to point to the whereabouts of information on a particular subject or transaction or range of subjects or transactions. Every document and every file contains information of one kind or another, and the task in planning indexing is to decide what kind of information will be required by the department and to state the various information needs in terms of subject headings under which the suitable descriptive entries and file numbers can be entered to indicate the whereabouts of the specific information. There are four basic problems associated with this task:

- (1) The same documentary information can be useful in different subject contexts at different times.
- (2) As we saw earlier, there can be a great deal of confusion about the mean-

¹² This section is based, in part, on ideas expressed in J. Metcalfe's book entitled *Information Indexing* (Scarecrow Press, New York, 1957).

ing of "subject." Any given subject heading *that is abbreviated enough to be put in alphabetical order* can be part of a considerable variety of different action-subject themes as expressed in file titles.

- (3) There are so many conceivable subjects into which particular documentary information can be fitted that the total number of subject headings in an index can be very large (even if, as should be done, the greatest care is exercised to use headings and make entries that are of really high potential use for the department concerned).
- (4) Alphabetical order is the only possible order for subject headings in an index; but because of the "accident" of language closely related headings may be widely scattered through the index, unless special arrangements are made to prevent this.

There are no easy solutions to these problems — no single classing scheme that will solve the problem of supplying all reference needs economically — with a minimum of headings and a single entry under each. Nor is there any way to arrive at suitable headings short of extensive investigation, analysis, and checking. Certain steps, however, can be taken in compiling lists of authorized index headings and in making entries to render the index an efficient and relatively economical finding aid.

Problem (1) can be met by indexing the file or document under all headings that represent reference needs for which the particular information concerned is likely to be significant (*even if the actual words of the heading are not used in the title or document concerned*).

Problem (2) can be met by providing enough headings and subheadings (see below) to provide for all the different levels of subject and the various action-subject relations that are important to the department and by making the necessary entries under them.

Problem (3) can be met by confining subject headings to known reference requirements and adding others only when the need arises.

Problem (4) can be partially met by grouping subject headings that are related in a significant way for the department as subheadings under primary headings and by using indicators in the list of headings for alternative approaches so as to avoid the need to make additional entries.

There are two reasons for using subheadings in indexes:

- (1) to reduce the number of entries to be scanned in a given area of search by dividing all the entries into subclasses; and
- (2) to bring into relation particular subject matter that would otherwise be scattered inconveniently through the index. Such practice should be limited to recognized need and should not necessarily reduce the need for adequate entries under other headings.

Subdivisions under primary headings can be made in several ways, of which the most usual are:

- (1) in terms of the action taken regarding a subject (e.g., tape-recorders/purchases — loans), a most useful method in view of the action-subject relations that mostly concern a department;
- (2) in terms of type or species (e.g., Aircraft/Vickers Viscount—Lockheed Electra), a method to be used sparingly and as a rule only in relation to concrete as distinct from abstract subjects;
- (3) in terms of place (e.g., by State);
- (4) in terms of time (e.g., by year).

Classing for an index, then, is concerned with the classing of information rather than of files as such. It does indirectly class files according to the information they contain but only incidentally. It certainly does not try to assign each file to one particular place. The method of classifying is by denominating subject headings that stand for particular reference needs and by subdividing those classes as required. No attempt is made to fit all the primary subject-headings into a pattern, but instead reliance is placed on alphabetical order of subject (class) headings chosen at any convenient level of specificity or generality. This practice leaves the relation between headings to be worked out according to the individual needs of the inquirer except in certain cases where well-known needs are met by special subclassing methods. Methods of constructing lists of index headings are very much "trial and error" and involve:

- (1) analysis of the subject matter contained in lists of file titles or in the files themselves, or of existing indexes and/or lists of registration headings, and the analysis of functional statements into various activity classes,
- (2) choosing subject headings and grouping them, and
- (3) checking their potential utility with action officers.

The resulting list of headings must be regarded as open to amendment as future reference needs or new classes of business develop. Even the relation between headings may need to be adjusted.

Classing for Direction of Mail. Every department is advised to have a guide to indicate to a classifier where new mail is to be directed for action. This guide, which is becoming known as a "maildex," is in fact a list of the activities dealt with by the various sections and/or officers of the department. These activities may be listed under the name of the section or officer concerned; or they may be listed in the form of functions and/or activities and sub-activities; or they may be listed under subject headings with subdivisions of those headings indicating the type of action that is taken in relation to the subject concerned. Whichever the method of pre-

senting the information in a maildex, the result is or should be a large number of *activity classes* specifically enough defined to indicate what particular class of business is first dealt with by what particular branch, section, or officer.

It cannot be emphasized too strongly that an activity class can only be accurately stated in terms of *what the action is in relation to given subject matter*. This is not to say that one section might not deal initially or entirely with all activities relating to one subject, but such an arrangement would be the exception rather than the rule.

The purpose of preparing a "maildex" is to lay down classes of activity (expressed in terms of action-subject) that will be sufficiently well defined to serve as the basis for prior approval, by departmental officers concerned, of the initial routing of mail and to give clear guidance to the registry staff, which must do the routing.

Classing for Disposition. The purpose of classing for disposition is to provide a basis for authorizing in advance the continuing disposition of records belonging to a particular class in a particular way after a particular time. This enables registry staff or other responsible officers to destroy the records concerned or transfer them to archival custody at the appropriate time without having to obtain specific authority on each occasion. Classing for disposition, like any other type of classing, involves two separate activities — establishing the classification scheme and allocating classable items into it (often called "sentencing"). The establishment of disposition classes involves three interacting processes — defining the class, evaluating, and prescribing the disposition. The result, embodied in an approved schedule, constitutes both an agreement between the department and the archival authority and a statement of disposal policy and regulations for the department, branch, or section concerned.

The problem of defining classes for disposition is very much the same as classing for mail direction. The only sound basis for definition is the kind of activity involved — that is, a combination of action and subject matter. *But, whereas the test of adequate definition for a maildex class is whether all the mail is dealt with by a particular section, the test of adequate definition for a disposition class is whether it can be given the same disposition.* This is, of course, a more difficult task since the decision on disposition involves evaluation from a number of points of view. It is in some ways a more responsible task; for, despite the possibility of spot checking sentenced files, a wrong decision to destroy is irremediable.

It will be seen that reaching agreement on satisfactory disposi-

tion classes requires, as a preliminary, the formulation of tentative classes to cover all or as many as possible of the activities of the department at all levels. These "hypotheses" can be checked against the opinions of all authorities concerned. Some, perhaps many, will need restatement to provide for different evaluations.

The sources of information from which the first tentative classes can be drawn are the following:

- (1) For nonregistry records the register of departmental record sets is the basic source.¹³ Each continuing nonregistry set constitutes in itself a tentative disposition class since as we saw earlier these sets are or should be related to activity classes of a relatively precise nature. This particularly applies to those that are series of forms or series of similar documents — reports and the like. Sets of case or particular-instance files can also be used for first tentative disposal classes.
- (2) For registry files the activity classes used in the maildex as described above can provide tentative classes. If no maildex is available or the form is unsuitable it will be necessary to start from scratch and to examine the titles in the file register and/or the entries in the subject index and to identify the various kinds of activities of the department in relation to the various subjects encountered. The result is likely to be a very large number of very specifically stated tentative classes, several of which can eventually be grouped together under a larger class. The only limitation on such consolidation is that each larger class must be an extension of the kinds of activity reflected in the smaller classes and be (tentatively) susceptible of the same disposal treatment.

The tentative classes can then be listed in a first draft of a schedule and tested against the opinions of departmental officers and, after any necessary amendments, that of the Archival Authority, and so on. In practice, of course, liaison and consultation with action officers and archivists can and should be carried on throughout the whole procedure in order to achieve suitable classes at the earliest possible moment.

This process sounds complicated, and it is. Classification planning is always difficult and involves trial and error before a satisfactory result is reached.¹⁴ No list of disposition classes prepared for an-

¹³ The register of departmental sets is a device we have strongly recommended that each record manager should prepare and keep up-to-date. It is intended to record essential information about each significant set of records in the department and is in fact a kind of expanding classified inventory for current records similar to that maintained by the Archives Division for records in the record centers. The intention is that basic information about record holdings should be readily and continuously available to new record managers, Organization and Methods staff, archivists, and others.

¹⁴ It is worth the trouble, however, because experience has shown that when scheduling is properly done the selection of valuable files and the elimination of useless

other department will serve, although it may be useful as an example and as a means of suggesting classes for common management and housekeeping activities. Moreover, disposition classes need constant checking to keep them up to date.

Let us consider an example and start with a tentative activity class entitled "Allocations of migrant labor from individual migrant ships." We note immediately that there are at least two tentative disposition classes involved:

- (1) establishing policy and procedure (including liaison with other authorities in this regard) for the allocation of migrant labor from migrant ships, and
- (2) particular instances of allocating migrant labor from migrant ships.

Class (1) may be marked, "Retain permanently, transfer to archival custody 10 years after action complete." Class (2) may be marked, "Destroy 2 years after action complete." But the action officers concerned may wish to break up class (2) as follows —

- (2) Particular instances . . . arriving on ships carrying German migrants — "Destroy 5 years after action complete."
- (3) Particular instances . . . arriving on ships carrying other than German migrants — "Destroy 2 years after action complete."

The Archival Authority may wish to provide for the permanent or long-term retention of all particular instances of allocating migrant labor to the sugar industry, and these items will obviously cut across classes (2) and (3) above. In such circumstances the retention of the files concerned should be achieved by providing for exceptions to the classes above and to any other classes concerned with the allocation of migrant labor.

The manner in which disposition classes and their treatment are listed in the final schedule and are related to existing registration classes is a matter for the individual record manager. He should keep in mind, however, that his description of classes has to be understandable to persons not directly familiar with the records themselves or with the language abbreviations that might otherwise be employed.

CONCLUSION

It now seems reasonable to sum up in the form of answers to the questions mentioned at the beginning of this article.

To the question — "What is the archivist's profession?" — I should answer that the archivist is anyone who, by reason of his ones can be carried out as part of the day-to-day operation of the registry; and the results are so good that top departmental officers and archivists are completely satisfied.

general understanding of the theory and practice of recordkeeping and his particular expert knowledge of the systems in use in the periods with which he is concerned, is qualified to make decisions or give advice that will substantially affect the quality and safety of the records of the organization or organizations for which he is directly or indirectly responsible. He may have direct and indirect responsibilities as a government archivist, direct ones as the record manager of an agency (or a business firm), indirect ones as archivist in a private archival institution, or contractual ones as a commercial record analyst. He may have assistants of all grades and skills, some fully professional, some semiprofessional, and some nonprofessional.

To the question — “How should the archivist be trained?” — I reiterate my belief that to be an archivist in the broadest sense of the word he should be recruited with a background that will be most useful to him for the period with which he will be concerned — and that thereafter his professional training should consist of comparative theory and practice of recordkeeping and special studies of the systems most applicable in his periods. The required background will obviously be very different for the archivist who deals with medieval records and the archivist who is concerned only with the twentieth century. The archivist who wishes to deal with all periods will need to acquire the necessary background for all periods and a solid understanding of the recordkeeping methods of all periods.

To the question — “What should be the relation between archivists and record managers?” — it seems that they are or should be the same people, all with similar training but dealing according to personal inclination and aptitude with different problems and periods. It will no doubt continue to be convenient to distinguish between those who work at central repositories and take care of records after their current use is over and those whose *milieu* is in the field of current management. The names “archivist” and “record manager” will no doubt continue to have separate application, but it would be to the general advantage if the able members of both groups — of whom there are many — respected each other more, pooled their knowledge about records and ways of keeping them, and worked together to raise the overall professional standing.

Finally I should like to throw out a suggestion for what it is worth. Would it be possible, one wonders, for the United States to take the initiative, as it did in relation to the International Council on Archives, to convene a special conference to work out the basic content for training courses for modern archivists and in particular

to issue a textbook on comparative recordkeeping techniques? Such a conference would, I think, be of inestimable value to the profession as a whole and of course to the participating archivists in giving them insight into the problems and techniques of other countries and therefore new ideas for application in their own. I suggest the following conditions:

- (1) The conference to last about 6 weeks and to consist of seminar meetings, working committees, sessions, etc.;
- (2) The members to be few enough for efficient working — say a maximum of 3 delegates from each of 6 countries, which (in view of their past and present interest) might be France, Germany, Holland, the United Kingdom, the United States, and Australia;
- (3) English to be the working language;
- (4) Each delegation to supply, at least one month before the conference convenes, a description of the recordkeeping practices used in the central (and possibly State or local) government from about the eighteenth century to the present time.
- (5) The conference to aim at producing an edited textbook, based on the descriptive statements, and a suggested syllabus for the training of archivists.

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The Forest Service, Trail Blazer in Recordkeeping Methods

By HAROLD T. PINKETT *

National Archives

THE first two decades of the twentieth century brought important changes in the recordkeeping methods of our Federal Government. During these years the expansion of the Government's functions and organizational structure led to the creation of larger, more complex, and more widely distributed bodies of records. Accompanying this expansion was the growing belief that recordkeeping methods, like other administrative practices, should be guided by the much revered principles of the business world — economy and efficiency. In accordance with this idea these methods were examined critically, and many of them were changed. By the close of the second decade of the century there were several signs of the new direction in which the Government's recordkeeping methods were moving. Here and there this direction had been set by the blazed trails of pioneers. Among these pioneers was the United States Forest Service.

The Forest Service, established in the Department of Agriculture in 1905, consolidated and expanded systematic Federal work in forestry. This work had begun in the Department in 1876 as an investigative and informational activity and had expanded in 1891 with the creation of forest reserves under the administration of the Department of the Interior. After the merger of these phases of work in 1905 Federal forest administration was broadened and diversified by the growth of regulatory functions and the adoption of new policies based on social as well as scientific concepts of forest management. The foundation of this administration, however, had been laid in 1898, when Gifford Pinchot became Forester and Chief of the Division of Forestry in the Department of Agriculture.

Pinchot, an ardent advocate of greater Federal activity in forestry, immediately reorganized the program of the Division of Forestry by offering unprecedented assistance to private forest owners and broadening the Division's informational work. Soon the Division was flooded with requests for assistance; within 3 years its corre-

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spondence and mailing lists were more than doubled. New administrative methods seemed to be required to deal with the rising public demand for service. Accordingly a Section of Office Work was established in 1899, with special responsibility for administrative operations, including the introduction of a new filing system.¹ This system, effective July 1, 1899, provided for the use of carbon copies instead of press copies of outgoing letters and for the filing of incoming letters with copies of related outgoing letters — innovations that were to be recommended to Federal bureaus by Presidential commissions in 1906 and 1912.

The growth of public interest in forestry by 1901 led to the creation of the Bureau of Forestry as the successor to the Division of Forestry and brought a steady increase in paperwork. In this administrative change, recordkeeping methods were reorganized to provide for the filing of correspondence at bureau, divisional, and office levels. The ephemeral value of much of the increasing volume of the Bureau's correspondence was probably recognized; for divisional heads were instructed to prepare subject indexes of correspondence having permanent value, and the chief clerk was directed to maintain a separate file of routine correspondence concerning publications and blank forms.² To achieve more uniformity in filing, the head of the Office of Records in 1904 was given "general supervision over the methods of filing in-correspondence throughout the Bureau."³

Thus by 1905, when the Bureau of Forestry became the Forest Service, Pinchot had already built an organization in which recordkeeping methods had received some scrutiny, revision, and control. Immediate responsibility in this area had been and for several years continued to be entrusted mainly to George G. Anderson, a former newspaper and railroad employee who had entered the Division of Forestry in 1901 as a stenographer and "type-writer." In a few years he became the agency's principal specialist in office methods and in 1915 its Inspector of Records, a position that foreshadowed the record administrator of today.

The Forest Service, responsible for the administration of a vast land area as well as for the conduct of investigative and informa-

¹ "Report of the Forester," in U. S. Department of Agriculture, *Annual Reports*, 1899, p. 99 (Washington, 1899).

² Memorandum of Gifford Pinchot, Forester, on correspondence of the Bureau of Forestry, effective July 1, 1901, in records of the Office of the Chief, Forest Service, National Archives, Record Group 95. Hereafter records in the National Archives are cited by the symbol NA, followed by the record group (RG) number.

³ Office order no. 64, Apr. 2, 1904, in records of the Division of Operation, Forest Service, NA, RG 95.

tional programs, made several changes in its administrative management and methods during its early years. Many of these pioneering changes caused the Service to be acclaimed as a model organization in efficiency. According to James R. Garfield, the Committee on Department Methods (popularly called the Keep Commission), of which he was a member, was unanimous in the opinion that the Service in 1906 was so much more efficient than other offices that its methods were used as a basis for recommendations to other Federal bureaus.⁴ Innovations in recordkeeping practices accounted for some of the acclaim given the Service during the period covered by this article (1898 to 1918). Of these innovations the most important probably were the introduction of vertical files, the development of subject classification of correspondence, and the inauguration of a plan for systematic disposal or retention of records.

The introduction of vertical filing in the United States accompanied the introduction of scientific forestry. Both were introduced in 1892 and were first given wide publicity at the Chicago World's Fair in 1893. Indeed Pinchot's acquaintance with vertical files may have begun when perhaps he strolled from his forestry exhibit at the fair to mingle with the skeptical crowd viewing Dr. Nathaniel S. Rosenau's strange device for standing papers on edge. In any event, records show that as early as 1900 Pinchot ordered from the Library Bureau vertical filing equipment for the Division of Forestry. More generally used by his agency before 1905, however, was the Amberg filing cabinet, with its small drawers alphabetically subdivided for the horizontal filing of letters by name of the writer or his organization.

Vertical filing was extended after 1905 when the Forest Service took steps to provide for uniform recordkeeping methods in the offices of forest supervisors, newly acquired from the Department of the Interior. In regulations issued in 1906, which discontinued press copying and required that related incoming and outgoing letters be filed together in the offices of the supervisors, the Service also directed that vertical filing equipment be used for the filing of records relating to particular cases or transactions such as "Grazing," "Timber Sales," and "Trespass." At the same time, however, certain reports and orders and correspondence not relating to specified transactions were ordered to be filed in small drawers of horizontal filing equipment.⁵

The failure in 1906 to prescribe vertical filing for all records

⁴ *Report of the Committee on Expenditures in the Department of Agriculture*, p. 18 (H. Rept. 8147, 59 Cong., 2d. sess., 1907).

⁵ Forest Service, *Use Book*, p. 134-139 (Washington, 1906).

maintained in the offices of forest supervisors was considered unwise by some Forest Service inspectors. One of these officials, in urging vertical instead of horizontal filing, made horizontal filing seem like an acrobatic performance:

The latter is all right until the drawers begin to fill up and get heavy, then letters slide out over the index guides, and when a drawer is taken out it is a case of rest it on your knee or carry it to a desk while the weight of a mass of correspondence is held up by one hand while the letter is extracted from the bottom of a file with the other.⁶

This inspector also held that vertical files were more naturally expandable to meet new requirements in filing and reported that there was a tendency to adopt vertical filing methods despite some official instructions to the contrary. Moreover, he contended that a vertical system could provide a uniform method of "transferring" (i. e., retiring) noncurrent records once a year whereas the horizontal system tended to make this process occur only at irregular intervals when drawers became full of records.⁷

By the latter part of 1908 Forest Service officials were generally convinced of the superiority of vertical filing and were ready to adopt it as soon as funds were available for replacing the horizontal equipment. Thus, when district offices began to be established in December 1908, these offices were ordered to use vertical files.⁸ Within the next 2 years vertical filing was introduced or increased in the Washington and field offices of the Service, including some offices of forest rangers. In October 1910 Forester Henry S. Graves could report that the "standard filing equipment" of his bureau was a two-drawer vertical unit.⁹ This innovation came in advance of the practice of most Federal bureaus and was in general use in the Forest Service nearly 2 years before the President's Committee on Economy and Efficiency (popularly known as the Taft Commission) recommended its adoption throughout the Federal Government.

The introduction of vertical files was accompanied by the development of a system of filing correspondence under subject headings. As early as 1905 the newly created Office of Law, of the Forest Service, was permitted to establish an alpha-numeric system that

⁶ Robert L. Campbell to the Forester, Oct. 31, 1908, in records of the Division of Operation, Forest Service, NA, RG 95.

⁷ *Ibid.*

⁸ Forest Service, *Manual of Procedure*, p. 24 (Washington, 1908).

⁹ Graves to George P. McCabe, Chairman, Departmental Committee on Economy and Efficiency, Oct. 10, 1910, in correspondence of the Office of the Chief, Forest Service, NA, RG 95.

contained an element of subject classification. In 1906 offices of forest supervisors were authorized to use subject headings for the filing of correspondence and other records concerning classes of transactions such as "Timber Sales" and "Grazing" and correspondence with the Office of the Forester dealing with general administrative matters. By 1908 the belief was strong that the Forest Service should file most of its correspondence by subject. One inspector pointed out that there was much "correspondence in which the idea of the Subject strongly prevails over the name of the writer as a key for the future reference to the correspondence in question."¹⁰ Another inspector observed that there was "a natural and almost involuntary tendency" to use vertical subject files and asserted that most forest supervisors who had given the matter any attention preferred a subject file to other systems.¹¹ Supporting these views were recommendations of the firm of Gunn, Richards and Co. of New York City in its appraisal of the business methods and organization of the Forest Service. Examiners of this firm recommended that "practically all of the internal correspondence of the Service should be filed by subject."¹²

These comments by official and nonofficial observers brought a decision to adopt subject classification for correspondence. Accordingly George G. Anderson was instructed to draft a classification scheme, and this was officially approved in November 1908 for use in the Washington and district offices of the Service. A few months later the scheme was approved for offices of forest supervisors and other field officials. With modifications it was used as the official filing method of the Forest Service until July 1, 1959, when it was replaced by a "manual-coordinated file system" using a numeric code and subject headings. Under the 1908 method a key letter or key letters designated the major office or division charged with the function involved in the correspondence and under the key letter or letters the correspondence and related papers were filed. Added to the key letter were primary headings such as "Cooperation," "Inspection," and "Studies." Secondary and tertiary headings were devised as needed. An exception to this system, maintained for several years, was the "general correspondence" series in which miscellaneous and relatively less important correspondence not easily related to the prescribed headings was filed. The files of central

¹⁰ Inspector W. R. Matton to the Forester, Jan. 23, 1908, in records of the Division of Operation, Forest Service, NA, RG 95.

¹¹ Robert L. Campbell to the Forester, Oct. 31, 1908, in records of the Division of Operation, Forest Service, NA, RG 95.

¹² Preliminary Report of Gunn, Richards and Co. to Pinchot, June 30, 1908, in records of the Division of Operation, Forest Service, NA, RG 95.

and field offices were correlated so as to supplement each other and make possible the replacement of any records that might be lost or destroyed.¹³

In December 1908 Anderson began a tour of the district offices to help establish the new filing system. On his return to Washington he helped reorganize the files of the central office. And by the end of 1909 the new system prevailed throughout the Forest Service. Its introduction, like that of vertical files, was in advance of the practice of most Federal agencies. It came more than 3 years before the President's Commission on Economy and Efficiency recommended such files for all agencies.

In less than a decade after the introduction of subject files the Forest Service took another pioneering step with the development of a schedule for the systematic retention and disposal of records. Various proposals were made after 1912 for a more systematic disposition of the Service's growing volume of noncurrent records. As early as 1913 a forest supervisor in Utah, for example, proposed that the Service obtain authority to make "appropriate disposition" of "certain 'closed cases' and correspondence, beginning with the year 1906 and continuing annually taking out useless correspondence ten years old." For the next 4 years, however, the policy of the Service was to obtain authority from the Secretary of Agriculture for the destruction of particular bodies of accumulated records.¹⁴

Impetus for the adoption of a broader disposition policy was given in 1915 by a survey of the noncurrent files of the Washington office of the Forest Service. These files, the survey revealed, were piled high in three rooms and a vault, were considerably disarranged and difficult to examine, and undoubtedly included much material that could very well be destroyed without danger of embarrassment to the Service.¹⁵ Meanwhile officials in the field began to call the Forester's attention to a need for destroying useless records in their offices. In 1916 the Forester referred this matter to Anderson, who now had the title of Inspector of Records, and the latter began a study of the situation. Anderson inquired into the saving of storage space that might be effected by destroying certain classes of records more than 3 years old, the nature of these classes, the kind and amount of work that would be involved in segregating them, and "the cost of such segregation as an offset to the saving, immediate or

¹³ Graves to McCabe, Oct. 10, 1910, in records of the Division of Operation, Forest Service, NA, RG 95.

¹⁴ The Secretary could grant such authority in his Department under an act of Congress of 1907 (34 Stat. 1281).

¹⁵ Minutes of the Service Committee, Apr. 1, 1915, in records of the Office of the Chief, Forest Service, NA, RG 95.

potential, both in money and in greater efficiency of the retained files."¹⁶

By September 1917 Anderson had carefully studied the disposition problem in the main central and field offices of the Service and had obtained useful advice from several officials. His findings and recommendations formed the basis of a significant request made by Acting Forester A. F. Potter on September 14, 1917. After describing the increasing accumulation of records due to the expansion of national forest activities and the attendant problems of storage and access to valuable papers, Potter asked for authority to destroy, after retention periods of 2 and 3 years, certain classes of records having "no permanent or historical value." The destruction of these records, he contended, would permit a complete examination of the noncurrent files, rearrangement of those worthy of preservation, and reduction of the cost of storage. It was therefore regarded as essential in the interest of "business economy and efficiency."¹⁷

The departmental Chief Clerk, acting for the Secretary of Agriculture, recognized the unusual nature of the disposal authority requested, recommended that it be granted by the Secretary, and suggested that it might be a matter worthy of consideration by the departmental Advisory Committee on Finance and Business Methods, presumably for use in other bureaus.¹⁸ The Secretary granted the authority requested by the Forest Service but did not think it necessary to extend it to other bureaus.¹⁹ In accordance with the authorization, the Forest Service within a year destroyed at least 5 tons of the old files in its Washington office.²⁰ Meanwhile in March 1918 Acting Forester Potter issued a schedule for the destruction of useless files in field offices. Under the schedule, correspondence that related to unimportant topics and transactions, or whose essence was preserved in retained records, might be destroyed after 3 years.²¹

District foresters were given authority to provide for the preser-

¹⁶ Report of Anderson on the inspection of records in the district office at Denver, Colo., Oct. 18, 1916, in records of the Division of Operation, Forest Service, NA, RG 95.

¹⁷ Acting Forester A. F. Potter to R. M. Reese, Chief Clerk of the Department of Agriculture, Sept. 14, 1917, in correspondence of the Office of the Secretary of Agriculture, NA, RG 16.

¹⁸ Chief Clerk Reese to the Secretary of Agriculture, Sept. 15, 1917, in correspondence of the Office of the Secretary of Agriculture, NA, RG 16.

¹⁹ F. R. Harrison, Assistant to the Secretary, to Reese, Sept. 27, 1917, in correspondence of the Office of the Secretary of Agriculture, NA, RG 16.

²⁰ Minutes of the Service Committee, Aug. 15, 1918, in records of the Office of the Chief, Forest Service; NA, RG 95.

²¹ A retention period of only 2 years for requisitions for supplies authorized by the Secretary of Agriculture was apparently increased by this schedule.

vation of any material not specified for preservation if they judged such action to be necessary in the public interest. The disposal authority was made optional, perhaps because of the view expressed to Inspector Anderson that the files of an official of the Service "are the record of his administration and that he is entitled, for his protection, to preserve such files as he deems essential to the vindication of his official actions."²²

The schedule contained a list of the primary subjects in the current filing scheme of the Service and the following instructions for the disposition of material filed under each subject: "Segregate," "Preserve," "Destroy," or "Concentrate."²³ The schedule therefore provided for the retention or disposal of all field records. Showing an unusual understanding of the value of records, Acting Forester Potter expressed the view that the schedule would maintain "the historical integrity of the records" and at the same time would "provide for ready reference to such of them as are of permanent value from the standpoint of administration or research."²⁴

This schedule of 1918 preceded by two decades the systematic development of record disposal and retention plans for other Federal bureaus. Its provisions were made applicable to the Washington office of the Service in 1924, and its basic standards and instructions were restated in circulars to field offices in 1925 and 1930.²⁵ The circular of 1930 provided disposal authority until it was superseded in 1936 by action taken under the National Archives Act of 1934. In 1938, however, archivists under the supervision of T. R. Schellenberg used the circular as a guide in developing a disposal and retention schedule for the Service that set a useful pattern for other Government bureaus.

Innovations of the Forest Service, therefore, were forerunners of significant changes in the recordkeeping practices of the Federal Government. In an era of increasing demand for greater efficiency in public administration these innovations showed unusual recognition of the contribution that new recordkeeping methods might make to such efficiency. Moreover, they provided effective means for preserving the historical record of the rise and expansion of an important Government activity.

²² Report of Anderson on the inspection of records in the district office at Albuquerque, N. M., Nov. 28, 1916, in records of the Division of Operation, Forest Service, NA, RG 95.

²³ To "concentrate" meant to consolidate the records of two or more field offices dealing with a particular subject.

²⁴ Miscellaneous [Circular] 0-61 (Mar. 15, 1918), in records of the Division of Operation, Forest Service, NA, RG 95.

²⁵ Miscellaneous [Circulars] 0-135 (Mar. 11, 1924), 0-142 (Feb. 28, 1925), and 0-187 (Dec. 1, 1930), in records of the Division of Operation, Forest Service, NA, RG 95.

Archives of the Archdiocese of Boston

By PETER J. RAHILL *

Archdiocese of St. Louis

THE noncurrent records of the Catholic Archdiocese of Boston are kept in the Chancery, at Brighton, Massachusetts, a fireproof building erected in 1927 to house the offices of the Archdiocese.¹ The records occupy about half of the basement floor, walled off and secured by a fireproof steel door. This enclosure is subdivided by a steel-wire partition and another locked door, which cut off the archives proper from the record center. Keys to both the inner and the outer doors are kept by the archivist, Msgr. Francis J. Sexton.

The archival section is approximately 38 by 46 feet, with a concrete floor, brick walls, and plastered ceiling. One radiator for heating is suspended from the ceiling and is not close to any records. Both temperature and humidity are controlled by Baker Ice Machine equipment that has been in satisfactory operation for about 10 years. Because of the air-conditioning equipment the half-dozen opaque windows are never opened.

Most of the correspondence and other papers are in steel filing cabinets although some wooden cabinets are still in use, and there is some open-face, adjustable steel shelving near, but not against, two walls of the room. Steel cabinets are used for filing cards of various sizes.

The time when records are transferred to the repository varies according to their type. For instance, copies of pastoral letters of the Archbishop are sent there almost immediately, but the personal records of clergymen are not transferred until some time after their deaths. The records have always been retained and controlled by the archdiocese, and no schedule for disposing of any of them has been prepared. The decision to retain or dispose of particular papers is made by the archivist as the occasion arises. Space is not yet a pressing problem, for the archives, though comfortably filled, is not crowded. Under the supervision of Msgr. Sexton one full-

* Father Rahill is historian and archivist of the Archdiocese of St. Louis. This paper was written for the Institute of Archival Management, Cambridge, Mass., in 1958.

¹ The address is 1 Lake St., Brighton 35, Mass.

time employee is at work in the archives — a graduate of Radcliffe College in history.

The archival holdings are of four general classes: (1) loose records, including correspondence, reports, and information submitted or compiled on cards; (2) record books, of original entry, such as the nineteenth-century baptismal registers of some archdiocesan parishes; (3) indexes to original entry books that are still retained by parishes and a long series of bound handwritten indexes to nineteenth-century issues of the *Pilot*; and (4) published works, some of which are regarded as archives because of their rarity and antiquity. An instance of the last class is a series of the *Official Catholic Directory* and its nineteenth-century predecessors. One section of shelving holds printed copies of the rules and constitutions of various religious orders and congregations functioning in the archdiocese; these are certainly archival materials. More in the nature of reference works are Boston city directories from 1900 to the present, and the issues of *Annuario Pontificio*. The latter is a catalog of the Catholic hierarchy throughout the world, while the *Catholic Directory* lists clergy, parishes, and organizations in North America principally. All these volumes are on open shelving in the record center, outside of the archives proper.

A guide to the holdings of the archives has been posted in the room. The titles suffice for those acquainted with the archives but would have little meaning if transcribed without explanation. A description of the collections within the four general classes will be more illuminating.

First among what has been termed loose records are the files of individual parishes. These are arranged in three chronological periods — 1909-40, 1941-50, and 1951-56; the year 1956 is the latest year for which noncurrent parish records have been transferred to the archives. Within each period the files are arranged alphabetically by name of town and thereunder alphabetically by name of parish. No card index is maintained, as the arrangement is in itself a sufficient finding aid. These parish files are in six 5-drawer letter-size cabinets, of which 27 drawers are now in use.

Six more cabinets of the same size and kind are in the same row. The manuscripts in all of them are under the nebulous classification "miscellaneous" and are arranged chronologically by decade and then alphabetically within each decade. These files antedate the incumbent archivist, and no plan has thus far been devised for classifying their contents more specifically.

Two 5-drawer cabinets are taken up with the files of individual priests of the archdiocese; these are alphabetically arranged by name of priest, and no card index is necessary. The files of priests not of the Archdiocese of Boston, however, are in a separate section; and in still another section are the files of clerics who were not priests.

Another cabinet contains correspondence with other dioceses and archdioceses in the United States. The correspondence of earlier date than 1950 has been kept distinct from the more recent letters. Still another row of drawers holds correspondence with institutions, such as hospitals, colleges, and orphanages. Because statistical compilations have been made from these records, almost all of them may ultimately be destroyed.

Two 5-drawer cabinets are filled with the correspondence of the late William Cardinal O'Connell — original incoming letters and copies of outgoing letters. A cursory inspection has revealed that much of this correspondence could be disposed of now because it is routine in nature. But apparently no action will be taken until a longer period of time has elapsed after the Cardinal's death.

In the same row with the foregoing are three more cabinets of the same capacity. These are labeled "Miscellaneous," and apparently the title is good even though the arrangement is not. The material in these files antedates the present archivist and his assistant. Inspection of the contents has been begun, and a more informative label may at least be expected soon.

Dispensations and correspondence relating to the relaxation of the general laws of the Church in particular circumstances take up six 5-drawer files. Apparently a 30-year disposal schedule is being followed for these records, which chiefly concern routine matters. Were the archives pressed for space, this material would be ideal for microfilming. The relative inconvenience of using microfilm would not be a great handicap considering the infrequency of reference.

About 15 file cabinets are taken up by correspondence and other records relating to cemeteries, seminaries (both of the archdiocese and of religious congregations), wills that have been closed, and copies of circular letters from the chancery office to parishes, clergy, and institutions. Within these classifications the records are arranged in chronological order. Accelerated disposal schedules could be applied to this section without loss of content value and would result in a significant saving in space.

For all the other files inspected, the same system has been followed as for those discussed above. For the sake of completeness these will be enumerated, together with figures on the amount of

space taken up by the individual subjects. Permissions to publish books and other printed material nearly fill one 5-drawer cabinet. Correspondence with the various offices of the Holy See in Vatican City occupies about the same amount of space. Testimonial letters, usually for religious, also take up a cabinet, as do the forms and correspondence relating to the appointment of confessors, chiefly for religious communities. In another 5-drawer cabinet are the topics for the periodic conferences of the clergy of the archdiocese and material pertaining to examinations of the junior clergy.

In other cabinets separate drawers contain such material as correspondence in regard to the incardination and excardination of clerics, letters concerning externs who formerly worked in the Archdiocese of Boston, and records concerning the local Catholic Charities Bureau, which maintains its own files in its office separate from the chancery. Other files concern two institutions in Washington, D. C., the Catholic University of America and the National Shrine of the Immaculate Conception. A final drawer is filled with parish jubilee books. There must have been a selective retention of these, for otherwise much more space would have been needed. In a quartet of 4-drawer cabinets are deeds and mortgages for all ecclesiastical property in the Archdiocese of Boston, filed according to parish or institution and arranged chronologically under those subjects.

Open-face shelving is used for material that is not suited for file cases. Several shelves are taken up with the printed constitutions and rules of religious orders and congregations within the Archdiocese of Boston, almost all in the form of bound books. Sacramentary books form another large and important collection on the open-face shelves. These are books of original record of baptisms, confirmations, marriages, and deaths, practically all for the nineteenth century. But by no means all such records prior to 1900 are on hand. Probably exceptional circumstances accounted for those present being transferred to the archives instead of being retained in the files of the several parishes. A miscellaneous assortment fills the rest of the open shelves. There are diaries of various deceased clerics, account books of the archdiocese during its early years and similar records of its bishops and archbishops, and manuscript histories of parishes and institutions. There are bound files of the *Pilot*, the *Jesuit*, and the *Catholic Press* for the early nineteenth century and a handwritten index to the *Pilot* for all of that century.

Several 4-drawer cabinets, distinguished from the prevailing steel gray by an olive finish, also are noteworthy as containing the one body of papers in which the integrity of collections in these archives

has been disturbed. Labeled "Historical," these files undoubtedly were organized during the writing of a 3-volume *History of the Archdiocese of Boston*, published in 1944. Each of the cardboard letter-size folders in these cabinets contains a single incoming letter (in a few instances some other type of document), and the folders are arranged chronologically from the seventeenth century to the 1940's. Though the papers have never left the archives, their abstraction from the original series has in effect made this file a historical manuscript collection.

On top of the "Historical" file cabinets are two indexes on 3- by 5-inch cards. One of them contains the names of the writers of the letters in the files, as well as subject entries for the few documents. The second card index is believed to pertain to this "Historical" file, too, but the key to its use has not yet been discovered.

Two metal cabinets in the archives are kept locked because of the value of their contents, which in the main are diaries. The most precious of these are four bound volumes of the daily manuscript diary of the second Bishop of Boston, Benedict J. Fenwick. The first entry is dated November 1, 1825, the day of Bishop Fenwick's consecration, and the day-by-day chronicle continues almost until his death in 1846.

Valuable statistics are available for the researcher in 36 drawers of the last section of the archives. Though the material is on 3- by 5-inch forms, the cards are actually original reports, signed by pastors or others in authority. One group contains census figures, another records of cemeteries, and the third, school enrollments. For all three the period covered is 1907 to 1951.

There is much to be praised in the operation and maintenance of the archives of the Archdiocese of Boston. The primary purpose of a repository is to preserve the papers entrusted to it. In the archives of this archdiocese the purpose has been accomplished in a fireproof, well-kept building, under atmospheric conditions that retard deterioration. The archives is administered so as to facilitate finding the material desired. The lack of a copying machine cannot be rated as a deficiency because of the infrequent requests thus far for such service.

The fact that the "Historical" file has been singled out for comment is itself a commendation of the operation. This file aside, there has been little violation of the integrity of series. The original arrangement — with such cross-reference as is possible — often helps to show the circumstances in which a letter or document was written. The various indexes would be of greater assistance if con-

solidated, but even without consolidation they are useful finding aids.

Until the numerous miscellaneous files for the first part of the twentieth century are classified more precisely, a researcher cannot be certain that he has inspected everything pertaining to a given subject. But continued competent attention to this problem should improve the situation. Since no material dated before 1900 is believed to be in general or unclassified files, prospects are considerably brighter for gathering all available information in regard to topics of the nineteenth century.

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Microfilming of German Records in the National Archives

By DAGMAR HORNA PERMAN *

American Historical Association

SELDOM are historians suddenly given access to documentary material covering all aspects of a nation's life during a whole era. Yet this is the opportunity now afforded to historians in America. Within a short time they will have available documents of the Hitler era in Germany reflecting its origins, causes, administrative system, philosophy, policies, military system, propaganda, and almost every other imaginable feature of significance or interest. For in the National Archives, every month, hundreds of rolls of microfilm are added to the growing collection of material pertaining to Nazi rule.

Nor is the material concerned with Germany alone. Vast numbers of the documents relate to military operations of the Germans outside their borders and to the civilian and military exploitation of conquered and occupied nations. Not only historians concentrating on Germany, therefore, but also those whose primary interests are Russia, Southeastern Europe, France, Italy, Scandinavia, and other Western European countries, as well as the Near and Far East, will find valuable material in the collection of microfilm now being assembled at the National Archives. That this wealth of documentation will be available on microfilm, which scholars can either use in the National Archives or purchase for reading in the comfort of their own libraries, is the result of a joint enterprise of the American Historical Association and the United States Government. They have joined forces in a project designed to organize, catalog, and preserve on microfilm this documentation, most of which is to stay only temporarily in this country.

Bushels, tons, and truckloads of documents were collected by the Allied military forces in Germany during World War II. They were divided among France, Great Britain, and the United States. The documents that went to the two last countries remained under joint control insofar as declassification and eventual disposition were

* Dr. Perman was director of the American Historical Association's microfilming project, at Alexandria, Va., for the American Committee for the Study of War Documents, from Sept. 1957 to Sept. 1959.

concerned. Of the American share, some documents were used for the Nürnberg trials and as a result were made accessible to scholars. Others form the basis of the Department of State's *Documents on German Foreign Policy, 1918-1945*. Others found their way to the Library of Congress and to other libraries and depositories, such as the Hoover Institution on War, Revolution, and Peace at Stanford University and the YIVO Institute for Jewish Research in New York. A great majority of the documents, however, estimated at 21,000 linear feet, were deposited at the Departmental Records Branch of the Adjutant General's Office in Alexandria, Va. (now the World War II Records Division of the National Archives). Until 1954 this mass of records was closed under an overall classification of "confidential." It was available to military and other governmental agencies but was not accessible to private scholars. In 1954 the Army began a gradual review of the material to separate what need not be closed from what was still properly subject to security classification.¹ The announcement awakened in a number of scholars the fear that a rare opportunity was about to be missed. Although the content of the papers was known only in the broadest outline, it was nevertheless obvious that historical material of great importance would soon be taken from this country without having been explored by American researchers. Accordingly, on the initiative of Prof. Hans Kohn of the College of the City of New York, an American Committee for the Study of War Documents was established as a private group. It had two main objectives: to microfilm as much of the material as would be considered historically important and to prepare and publish guides enabling scholars to find their way through the microfilm. The first chairman of the committee was Dean Reginald H. Phelps of Harvard University; he was succeeded by Prof. Lynn M. Case of the University of Pennsylvania. Since 1958 the chairman has been Prof. Oron J. Hale of the University of Virginia.

In 1956 the committee became a committee of the American Historical Association and in the same year it received from the Ford Foundation an emergency grant, part of which was earmarked for microfilming records of the German Foreign Office deposited at Whaddon Hall in England (the documents scheduled for earliest return to Germany) and another part for microfilming the records in Alexandria. A subcommittee on microfilming, headed first by E. Malcolm Carroll of Duke University, and later by Fritz T. Epstein of the Library of Congress, with Gerhard L. Weinberg as first

¹ See Fritz T. Epstein, "Washington Research Opportunities in the Period of World War II," in *American Archivist*, 17:225 (July 1954).

director of operations in Alexandria, was faced with the complex task of finding space for a staff of researchers within the walls of a security-conscious Army organization, a *modus operandi* with the declassification procedures that had to precede any microfilming operations, and, above all, a systematic approach to a mountain of paper, which contained both historical paydirt and valueless dross.

The two problems first mentioned were solved with relative ease, thanks to the understanding help of the Adjutant General's Office and its Departmental Records Branch, under Sherrod East. A procedure was devised by which batches of reviewed records could be screened and filmed by the American Historical Association staff, after they had been reviewed for classification and before their return to Germany. Office space and microfilming equipment were made available to the project, and the personnel of the Departmental Records Branch absorbed the additional workload created by the eager and growing demands of the A. H. A. staff for material.

The problem of finding some uniform and meaningful system of screening, selecting, and describing the long rows of documents in the inner stacks of the Branch's warehouse was something of a challenge. The records are organized into record groups, some amounting to 1,000 or 2,000 linear feet. For some of these records, finding aids had previously been prepared to serve the special purposes for which they were used before the classification review. For some record groups, of less interest to the Government but of great interest to historians, there were no finding aids at all. It soon became clear that some criteria for the selection of documents would have to be established, since much of the material was of little value for historical research. It speaks for the organizational talent of Dr. Weinberg that, after a minimum of trial and error, he established a system under which the A. H. A. project still operates.

The trained historians of the A. H. A. staff screen, identify, and evaluate every folder of documents individually and then decide whether it should be filmed. If they consider it worth filming, they prepare a description of its contents on what are called data sheets — a cataloging technique developed by the Inter-Allied War Documents Project in Berlin. The process is the most important part of the work of the A. H. A. staff. A separate record is kept of all classes or series of documents not filmed, together with a brief indication of the reason for omitting them. At the beginning of each roll of film appears a description of all folders of documents appearing on that roll. This introductory description is also made available in mimeographed form.

The record groups into which the documents were organized by the Departmental Records Branch do not always correspond either to archival provenance or to author provenance. In order to give scholars a systematic description of the documents, the keystone of the A. H. A. identifications is archival provenance. To figure out the provenance is the first task of the A. H. A. researchers; and, simple as this sounds, it is often a challenging task.

Many of the documents were badly damaged during or after the war and passed through many hands, ships, and depositories. Often they had lost their covers and their title pages, by which it would have been easy to determine whose files they came from. Sometimes the documents, especially the military ones, bear no letterheads, are signed in illegible scribbles, and have few other marks of identification. As a result the researcher must often hunt for other clues to determine the provenance of a document. These clues sometimes take surprising forms: perhaps the ribbon that ties the document together or the idiosyncrasies of the German clerk who put the folder together and for esthetic reasons punched the holes in a special pattern, which may have been previously observed on a document where more positive identification was possible. One German major, who composed in longhand defying identification a most interesting outline of the German military campaign in France after the Allied invasion, would have remained anonymous were it not for a scribbled note about an appointment he was to keep. The system of designating various offices and subdivisions of governmental agencies by numbers, followed by dashes and slashes and other numbers, seems sometimes to have been deliberately devised to baffle future historians; and often these puzzles are not solved until the researcher can somehow reconstruct from the contents of the records the organizational structure of the agency to which they belonged.

The second concern of the A. H. A. researcher is to summarize the contents of each folder in a short and meaningful description. Again, this task sounds simple but sometimes proves baffling in practice. Some German agencies filed their documents according to easily discernible systems that can be followed in the descriptions. Others, for example Himmler's empire, merely filed their documents in chronological order. A folder therefore may contain documents dealing with every subject that the Schutz Staffel (SS) touched or intended to touch; and there were few things, especially in the later stages of the war, that Himmler did not consider his business. The researcher faces then the task of describing each document individually, giving enough information to guide scholars

to specific subjects, agencies, or persons. A systematic effort also is made to record certain information available only in the original documents or accumulated through experience in handling the records. For it is an unfortunate fact that some elements important to the scholar are lost in reproduction on microfilm. An outstanding example is color. It was the habit of many German officials of higher rank to stick generally to one color in their penciled notations. It is easy to identify them by their brilliant greens (Himmler), vermillions (Keitel), browns (Jodl), or purples (Thomas). Many abbreviations are easier to decipher in the original than in the more blurred version of the film. Some barely legible documents become illegible on film and therefore, if possible, are transcribed before filming.

As far as possible, the A. H. A. researcher tries to point the way to reconstructing the German filing system under which the records were once organized. Often the results of this effort must remain fragmentary because the collection itself is incomplete, or the records are irretrievably disorganized, or the original system defies recognition. Nevertheless, where ascertainable, the original German markings on a folder are included in its description; and, as far as possible, records that belong together are either filmed together or cross-referenced. After the records of an agency have been processed, the researcher summarizes in a short introductory note what he has learned from the records: the frequent, sudden, and apparently senseless changes of name of the same organization, the interdependence of various agencies, the main outlines of the subjects with which the files deal. The data sheets also include information that makes possible the location of documents on the film, and they give cross-references to related materials in other record groups or in other parts of the same record group.

During the first year of its operations, the microfilming project processed well over 1,000 linear feet of records. Meanwhile, the gradual review of the records for reclassification continued with increased momentum, opening new masses of material; and it soon became obvious that a much greater expenditure of money would be necessary to microfilm all materials of interest. The system used by the project in the first year of its operation pointed the way in which this increasingly large task could be fruitfully attacked. The American Historical Association's grant from the Ford Foundation having been exhausted, a new grant was obtained from the Old Dominion Foundation in 1957, and a further grant from the Lilly Foundation in 1958.

In 1958 the American Historical Association also reached a new

agreement with the National Archives, to which the Departmental Records Branch had then been transferred. Various agencies of the United States Government had planned to microfilm certain parts of the German records before their restitution, and the National Archives was now to carry out this filming program. It became clear that the filming programs overlapped and that a fusion of the A. H. A. microfilming operations with those of the Government would avoid duplication and would produce more film and better, more uniform, guides to the material filmed. It was therefore agreed that the A. H. A. staff should prepare descriptive sheets for all material filmed and that the National Archives should take over the cost of all technical operations involved in the microfilming process itself. Thus the association's funds could be spent exclusively for professional personnel, and the quantity of material filmed every year could be increased. This joint venture has proved successful.

The harvest of 2 years of A. H. A. operations and of nearly a year of joint operation by the A. H. A. and the National Archives is 2,000 rolls of film now available in the National Archives and some 600 rolls in process, which will be available to researchers within a few months. The documentary material thus made accessible to American scholars covers a wide variety of subjects, agencies, and individuals. The following list includes only the broad classes, specifying the more important names and the larger groups of records; it is by no means exhaustive.

Record Group 1003: Records of *Reichsministerium für Volksaufklärung und Propaganda*, dealing with the administrative and organizational aspects of that agency.

Record Group 1004: Extensive files of the *Reichswirtschaftsministerium*, some from the top echelons of the Ministry, dealing with the following subjects: mining operations in all parts of Europe, external trade, allocations of raw materials, and wartime economic problems of Germany. Intermixed with these records are files of *Südosteuropa-Gesellschaft*, pertaining to German control and exploitation of the economies of the southeastern European states. (This organization was also involved in Nazi cultural propaganda.) The record group also contains files of the *Statistische Reichsamts*, largely studies and compilations of data on the economy of Germany and of other European nations.

Record Group 1005: Records of the *Reichsluftfahrtministerium*, consisting primarily of documents relating to the production and testing of aircraft and aircraft weapons, including some documents on the administration of the Ministry. Most of the documents are records of various branches of the Ministry; a smaller number are records of some aircraft factories (such as *Junkers*) and of testing grounds of the Air Force. Other documents, from

the files of the *Luftarchiv* of the Ministry, deal with the development of the German Air Force in the 1920's.

Record Group 1007: Records of the *Reichsministerium für Rüstung und Kriegsproduktion*, pertaining to the conduct of the German war economy and to the German armament effort in World War II. A group of folders in this collection comes from Minister Speer's files, but the largest part consists of the files of *Rüstungskommando Augsburg*. These deal chiefly with labor supply and allocation and the utilization of slave labor, foreign workers, and prisoners of war in German war industry.

Record Group 1010: Records of the *Reichsführer SS und Chef der Deutschen Polizei* and of *Waffen-SS*. This is a vast collection, of which the following parts have been processed to date: files of *Persönlicher Stab Reichsführer SS*, which contain also some files of the *Himmler Adjutantur*; files of the *Himmler Feldkommandostelle*; some private papers of Himmler, Karl Wolff, and Richard Hildebrandt; files of the *Ordnungspolizei*, with some personal files of Kurt Daluge enclosed; operational records of the *Waffen-SS* and records of several *Oberabschnitte der Allgemeinen SS* as well as personnel files of foreigners serving either in the *Waffen-SS* and other SS formations or in the German armed forces; series of SS and police publications, such as *Fahndungslisten* and *Kriminalblätter*; and some records of other SS agencies. Work on this collection, covering over 1,000 linear feet, is still in progress, and records of additional SS agencies will be filmed.

Record Group 1011: Records of the *Reichskommissar für die Festigung deutschen Volkstums*, pertaining to forced resettlement of populations during World War II; and files of the *Reichskommissar für die Wiedervereinigung Oesterreichs mit dem Deutschen Reich*.

Record Group 1015: Records of the *Organisation Todt*, the construction agency of the German government, consisting primarily of the records of *Oberbauleitung Schwaben*.

Record Group 1016: Small fragments of records of various Reich ministries and other government agencies including some files of the *Auswärtige Amt*, *Reichsjustizministerium*, *Reichsfinanzministerium*, *Reichsministerium für Ernährung und Landwirtschaft*, *Reichsforschungsrat*, and *Reichsministerium des Innern*.

Record Group 1026: Records of the *Oberkommando der Wehrmacht*. From this vast collection, records of the following agencies have been processed: *Chef OKW*, *Chef und Stellvertretender Chef des Wehrmachtführungsstabes*, *Wehrmachtführungsstab/Quartiermeister*, *Adjutantur Grossadmiral Dönitz*. The records of the *OKW/Wehrmachtpropagandaamt* are at present being screened, and work in this record group will continue for some time. A part of the OKW record group, constituting a sizable collection in itself, is that containing the records of the *Wehrwirtschaftsund Rüstungsamt* and its numerous predecessors and successors.² These records present in great

² A detailed article covering these and other economic records is being prepared by a member of the A. H. A. staff, Berenice A. Carroll, and will appear under the title "After Behemoth, the Chaos."

detail German armament and economic policies in the Weimar and Nazi periods at both the highest and lowest levels. They include such varied documents as the following: minutes of the *Reichsverteidigungsausschuss*; reports dealing with the collection of war booty in occupied territories; records of the *Wirtschaftsstab Ost*, an interdepartmental agency of the German Government dealing with economic administration and exploitation in occupied territories; reports on military operations in occupied Russia; intelligence collected by German military agencies pertaining to the industrial and economic resources of future victims of German aggression; records pertaining to forced labor and its management in Germany; and a wealth of records dealing with military and economic administration in Germany.

Record Group 1032: Field and Technical Manuals. In order to complete a collection of such manuals of the German Army, Air Force, Navy, and SS, which is in the possession of the World War II Records Division, some material of this nature is being processed for filming. There will also be included the *Kriegsstärkenachweisungen* and *Friedensstärkenachweisungen* of the German Armed Forces.

Record Group 1035: Records of the National Socialist German Labor Party (NSDAP), dealing with the early history of the party as well as the organization and activities of the party and its affiliated organizations during the years of Hitler's rule. The files are from agencies at all levels of party organization, from local groups to national headquarters, as well as those of affiliated organizations such as *Hitler-Jugend*, *Deutsche Arbeitsfront*, *Kraft durch Freude*, and *Winterhilfe*. It also includes scattered *Sturm Abteilung* (SA) files. Another part of this record group, now being screened, contains records of German student organizations, both before and after 1933, and a considerable quantity of files of the *Deutsches Ausland-Institut*, pertaining to German policies towards *Auslandsdeutsche* and including files of the *Reichskommissar für die Festigung deutschen Volkstums* and the *Volksdeutsche Mittelstelle*, pertaining to transfers of German populations.

Record Group 1036: Records of most varied provenance. Among them are records of research and educational institutions dominated or created by the NSDAP or by the SS, such as:

Reichsinstitut "Sven-Hedin" für Innerasienforschung, an SS-sponsored group, which undertook an expedition to Tibet and was later involved in antisemitic "research."

Deutsche Akademie München, an organization that maintained a vast network of agencies throughout Europe and the rest of the world, originally set up after World War I for teaching German abroad, later used as an instrument of Nazi propaganda.

Institut für Deutsche Ostarbeit, an organization concerned primarily with cultural looting and some research in Poland and with efforts to Germanize occupied territories in the East.

Akademie für Deutsches Recht, an institute organized to establish a truly "Germanic" legal system free of Roman influence.

Private and semiofficial associations reflecting some aspects of German relations with the Far East (such as the *Ostasienuausschuss*, *Deutsch-Japanische Gesellschaft*, *Verein zur Förderung der Deutsch-Mandschurischen Wirtschaftsbeziehungen*, *Deutsche Handelskammer Hankow*, and *Ostasiatischer Verein Hamburg-Bremen*).

This record group also contains some scattered top-level files of the *Oberkommando der Wehrmacht*, *Oberkommando des Heeres*, and *Oberkommando der Luftwaffe*, some SS records, and occasional files of German civilian ministries. In addition there are some papers of Japanese legations and consular offices in Europe and of Italian military and civilian agencies. The collection further contains a vast quantity of records of over 200 German, Japanese, and other business companies, chiefly those engaged in trade between Germany, Japan, and other Far Eastern countries (for example, I. G. Farben). Scattered through this group are personal papers of various individuals, including Dr. Max Ilgner, Karl Haushofer, and Dr. W. von Tirpitz.

Record Group 1040: Files of German business and industrial firms. The records are fragmentary but sometimes of considerable interest. For instance, some deal with the degree of state control over the firms, their wartime expansion, their international business connections, their management of slave labor, and administrative matters pertaining to their business. Among others, the files of the following firms have been processed: *Auergesellschaft A. G.*, Berlin; *Dresdner Bank*, Berlin; *Friedrich Flick, K. G.*; *Focke-Wulf Flugzeugbau GmbH*, Bremen; *I. G. Farbenindustrie A. G.*, Frankfurt/Main; *Hermann Goering Werke*; and *Krupp A. G.*, Essen.

Record Group 1041: Records of three German private citizens: (1) accounts and letters of Dr. Theo Morell, personal physician to Adolf Hitler, dealing with his medical practice and his financial interests; (2) briefs and papers of Dr. Walter Luetgebrune, a lawyer whose clientele included numerous German Rightists and early Nazis whom he defended in cases involving assassinations, political murders, criminal libel, treasonable conspiracy, and other political offenses during the Weimar period; and (3) papers of Dr. Karl Haushofer, pertaining to his career as a geopolitician, his relations with Rudolf Hess, and his activities in and concerning the *Volksbund für das Deutschtum im Ausland* and the *Deutsche Akademie München*.

Record Group 1048: "Miscellaneous German Record Collection." Only some sections of this vast collection, which contains both highly rewarding material and useless stray items, have been screened. Among others, the following important documents were discovered in one part of the collection, scattered among files of various German governmental and military agencies: appointment books and telephone logs of Himmler, papers of the Hitler Secretariat for 1923, a complete transcript of the Hitler trial in 1924, files of Göring's *Stabsamt* for the World War II period, and papers of Franz Ritter von Epp. There are also records pertaining to the attempt to assassinate Hitler in July 1944; and papers of Generaloberst Alfred Jodl, Ministers Speer and Schwerin von Krosigk, Prof. Schmid-Noerr, Gen. Von Faber du Faur, Gen. Ritter von Pohl, Field Marshal von Blomberg, Generaloberst Franz Halder, and others.

Another part of this record group (the "EAP 66-" series), which has been filmed, contains documents of most varied provenance, pertaining to the economy of Germany and of many other countries. They show German fi-

nancial and economic interests in occupied territories and in enemy, neutral, and German-allied countries. Some are records of the *Reichswirtschaftsministerium*, the SS, the *Oberkommando der Wehrmacht*, the *Reichsministerium für Rüstung und Kriegsproduktion*, *Reichsministerium für die besetzten Ostgebiete*, *Vierjahresplan*, *Wirtschaftsstab Ost*, *Südosteuropa-Gesellschaft*, *Reichsamt für Wirtschaftsausbau* *Militärbefehlshaber in Frankreich*, and private firms. Some of these files complement material previously filmed in other record groups. Work in this record group, full of surprises, will continue for some time.

Record Group 1056: Records of the Communist Party in *Smolensk Oblast*, captured by the Germans in Russia. This film, previously prepared by the U. S. Government, has been provided with targets to facilitate its use.

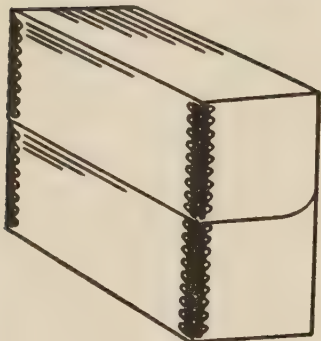
To date, 13 finding aids under the general title *Guides to German Records Microfilmed at Alexandria, Va.* have been prepared by the A. H. A. project and published by the National Archives as part of its program to facilitate the use of microfilm in its custody. These guides cover the records now filmed, and they will be followed by others. It is hoped that a printed guide eventually will be issued for all the film prepared in Alexandria. The following guides are now obtainable from the Exhibits and Publications Branch of the National Archives:

- No. 1. *Records of the Reich Ministry of Economics (Reichswirtschaftsministerium).*
- No. 2. *Records of the Office of the Reich Commissioner for the Strengthening of Germanism (Reichskommissar für die Festigung deutschen Volkstums).*
- No. 3. *Records of the National Socialist German Labor Party (Nationalsozialistische Deutsche Arbeiterpartei).*
- No. 4. *Records of the Organization Todt.*
- No. 5. *Miscellaneous German Records Collection, Part I.*
- No. 6. *Records of Nazi Cultural and Research Institutions and Records Pertaining to Axis Relations and Interests in the Far East.*
- No. 7. *Records of Headquarters, German Armed Forces High Command (Oberkommando der Wehrmacht/OKW), Part I.*
- No. 8. *Miscellaneous German Records Collection, Part II.*
- No. 9. *Records of Private German Individuals.*
- No. 10. *Records of the Reich Ministry for Armaments and War Production (Reichsministerium für Rüstung und Kriegsproduktion).*
- No. 11. *Fragmentary Records of Miscellaneous Reich Ministries and Offices.*
- No. 12. *Records of Headquarters of the German Army High Command (Oberkommando des Heeres/OKH), Part I.*
- No. 13. *Records of the Reich Air Ministry (Reichsluftfahrtministerium).*

A word of caution should be added at this point for the benefit of those who will use these publications. The titles of the publications are those that were assigned to the particular record groups that the guides cover. The title of a given guide is no guarantee that material of entirely different provenance does not appear in that guide. The thorough scholar, who will want to collect all the material pertaining to one subject or one agency, will have to leaf through all the guides to make sure of complete coverage.

This in itself is a time-consuming enterprise; but it is important to remember, between fits of eyestrain, that the average page in the guide covers approximately 2,000 pages of documents. A small library of guides will probably cover all records selected for filming from the mountain of papers.

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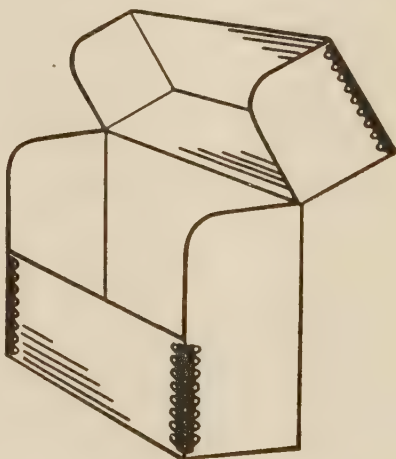
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Guides to Microfilmed German Records: A Review

By FRANCIS L. LOEWENHEIM *

Department of State

“USUALLY in modern times,” Sir Winston Churchill has written in *The Gathering Storm*, “when states have been defeated in war they have preserved their structure, their identity, and the secrecy of their archives. On this occasion, the war being fought to an utter finish, we have come into full possession of the inside story of the enemy. From this we can check with some exactness our own information and performances.” Writing these lines in 1948, Sir Winston was referring to the fact that the complete disintegration of the German government at the end of the Second World War had enabled the Western Allies to capture all the archives of the German Reich save only those that had been destroyed during the war or had fallen into Russian hands.

The capture of the German archives and their subsequent fate has already been discussed at some length in articles by Prof. Raymond Sontag, Dr. Fritz Epstein, and the Hon. Margaret Lambert.¹ Not much needs to be added here to what they have written except perhaps to say that, all things considered, the handling of this great historic treasure has been in many ways — from the scholar’s standpoint — rather haphazard. In the first place, *all* the captured Ger-

* A review of the *Guides to German Records Microfilmed at Alexandria, Va.*, nos. 1-7 (Washington, National Archives, 1958); the *Index of Microfilmed Records of the German Foreign Ministry and the Reich’s Chancellery Covering the Weimar Period* (Washington, National Archives, 1958); and *A Catalogue of Files and Microfilms of the German Foreign Ministry Archives 1867-1920* (Oxford, England, Oxford University Press, 1959. xliv, 1,290 p.).

The author gratefully acknowledges the valuable comments made on this paper by his colleagues James Stuart Beddie, George O. Kent, Arthur G. Kogan, and Howard McGaw Smyth.

¹ Raymond J. Sontag, “Germany,” in Daniel H. Thomas and Lynn M. Case, eds., *Guide to the Diplomatic Archives of Western Europe*, p. 85-97 (Philadelphia, 1959); Fritz T. Epstein, *German Source Materials in American Libraries* (Milwaukee, 1958), “Washington Research Opportunities in the Period of World War II,” in *American Archivist*, 17:225-236 (July 1954), and “Zur Quellenkunde der neuesten Geschichte, Ausländische Materialien in den Archiven und Bibliotheken der Hauptstadt der Vereinigten Staaten,” in *Vierteljahrshefte für Zeitgeschichte*, 2:313-325 (July 1954), an annotated German version of his article published in *American Archivist*; and Margaret Lambert, “Source Materials Made Available to Historical Research as a Result of World War II,” in *International Affairs*, 35:188-196 (Apr. 1959).

man documents — and the Foreign Ministry documents alone weighed more than 400 tons — were never brought together in one place; they were at once scattered in several different places, here and abroad. Most of the captured military and air force records, for instance, were sent almost immediately to this country, the naval documents were kept in England, and other documents remained under Allied control in Berlin until the Russian blockade of 1948, when most of them were also shipped to England. Fortunately, it was decided just after the end of hostilities to publish some of the most important documents on the background and history of Nazi aggression in a series entitled *Documents on German Foreign Policy, 1918-1945*. Twelve volumes in this excellent series, for the years 1933-40, the work of American, British, and French historians, have already appeared. But most of the other captured German documents were for years largely unavailable to private scholars. It was only in 1955, on the eve of the return of many of these documents to the German Federal Republic, that a plan was hastily drawn up to microfilm some of the more important among them for the use of interested scholars in this country and abroad.

The quantity of the documents, however, was so great that without adequate guides even the most indefatigable scholars would have found it impossible to locate the documents of interest to them among the thousands of feet of available microfilm. A special committee of the American Historical Association decided therefore to prepare a series of guides to the documents, and the volumes here discussed are the first in this series to be issued. The preparation of the guides has been chiefly the work of Prof. Gerhard Weinberg, now of the University of Michigan; and everyone using the films — and guides — is indebted to him for his careful, painstaking compilation.

Looking over the guides, one finds an enormous amount of interesting and valuable intelligence on all kinds of economic, political, and military questions, foreign and domestic, for the years 1920-45; plans and projects of the German High Command (including a large number of documents on secret German rearmament under the Weimar Republic); statistics galore on the war economy of Germany (and of other states as well); a great deal of documentation on the history of the NSDAP both before and after 1933; evidence on the relations of the German academic and business communities with the Nazi regime; and documents of all kinds on the relations of Germany and her allies, large and small. Professor Weinberg and his associates have further enhanced the usefulness of the guides by frequently calling attention to documents they thought

were of special interest and importance. On the other hand, the *Index of Microfilmed Records of the German Foreign Ministry and the Reich's Chancellery Covering the Weimar Period*, prepared by Ernst Schwandt for the American Historical Association, which lists some of the most interesting documents, has no descriptive notes whatever.

The guides are certain to be of interest and value to any scholar working on recent German and European history. Yet they have some shortcomings that result from the way in which the German documents as a whole have been handled while in Allied custody. In the first place, it must be pointed out that the contents of the guides are not always exactly what they might appear to be at first glance. For instance, the *Index* mentioned above — which is based on films now in the National Archives — is by no means, as its title suggests, a complete listing of all the political and diplomatic documents in Allied hands of the Foreign Ministry and the Reich Chancellery for the Weimar period. Neither the “country files” nor the working files of the Foreign Ministry for this period are included; and the special films prepared by the editors of the *Documents on German Foreign Policy*, as well as the documents then being prepared for publication in that series, were likewise unavailable when this *Index* was being prepared. As a result, the documents on the Weimar period listed in this particular index include, at most, only about a third of the important diplomatic and political documents of the period that are in Allied possession. Until all the documents have been similarly listed, it is hardly accurate to imply that this is a complete index to the archives of the German Foreign Office and the Reich Chancellery in the period from 1920 to 1933. It would have been more appropriate to describe it as a preliminary edition, presumably to be replaced by a complete guide at a later date.

In the second place, as Dr. Dagmar Perman, the recent head of the American Historical Association microfilming project at Alexandria, has pointed out elsewhere in this issue,² the individual guides as now published are not completely self-contained. That is to say, because of conditions prevailing when the documents were being prepared for microfilming, it was impossible to group all the documents in strict topical order; and it is often necessary therefore to refer to different parts of a particular guide in order to locate all the available documents on a given subject. Furthermore, since the processed guides contain no cross references, it is to be hoped

² See *ante*, p. 437, 442.

that after they have all been separately issued, it will be possible to publish a complete and printed compilation of them covering all the available German documents since 1920, with an index and cross references.

The publication of the guides leads one also to certain other reflections. In the first place, after all the considerable effort that has gone into filming the documents and preparing the guides, it is extremely important that these volumes be properly cataloged in our libraries. Unless this is done (and in several large public and university libraries it is *not* being done), there is a very great danger that the guides will later be impossible to find, and most of the work that has gone into their preparation will have been wasted. The prime responsibility in this regard rests with the Library of Congress, which should issue properly descriptive subject and title entries on its printed cards and thus provide the lead that libraries all over the country will naturally follow.

Second, while some of the captured German documents have already been used in important historical works published here and abroad, it might be desirable — especially in view of the many potential users of these documents — to set up a central registry and ask all scholars and graduate students using the films to keep it informed of their subjects in order to avoid duplication of effort and to reduce overlapping research to a minimum. The lists of *Doctoral Dissertations in Progress*, issued regularly by the American Historical Association, have been of considerable value in this respect and might well serve as a model for a similar list of research projects based on the captured German documents.

Third, it would seem desirable also that these documents should become more widely known and used, not only by historians but also by economists, sociologists, political scientists, and others interested in the origin, character, and development of modern totalitarianism.

Finally, although Dr. Perman is doubtless quite correct in suggesting that the documents listed in these guides afford material for an almost unlimited number of doctoral theses and articles in learned journals, it would be unfortunate if the contents of the documents and their general significance — to say nothing of their very existence — should not become more widely known and appreciated by the interested general public. Overspecialization is the great bane of modern scholarship, and we might well be able to deal more effectively with our totalitarian adversary of today or tomorrow if we all knew more about the inner history of our totalitarian enemy of yesterday.

Not much need be said here about the excellent volume entitled

A Catalogue of Files and Microfilms of the German Foreign Ministry Archives, 1867-1920. The principal difference between this volume — the work of G. O. Kent and F. G. Stambrook — and the guides to the post-1920 documents is that, while the latter are still in process of compilation (and may be augmented by additional documents still held in various military intelligence offices), the *Catalogue* is in fact a final and presumably an almost complete listing of all the surviving records of the Prussian-German Foreign Ministry dated before 1920 that fell into Allied hands at the end of the Second World War. It is carefully arranged by subject and period, lists the location of all microfilm copies of these documents (most of the important documents have already been filmed), and shows which of the documents were previously published in the well-known collection *Die Grosse Politik der Europäischen Kabinette, 1871-1914*. It is a volume for every serious student of German and European diplomacy from the time of Bismarck to Versailles.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Fifty Years of Collecting Americana for the Library of the American Antiquarian Society, 1908-1958, by Clarence S. Brigham. (Worcester, Mass., 1958. 185 p. For presentation only to the friends of the Society.)

Clarence Saunders Brigham, a native of Providence and a graduate of Brown, transferred from the librarianship of the Rhode Island Historical Society to that of the American Antiquarian Society in 1908, when he was 31 and the Society was 96 years old. The new position of director was created for him in 1930, permitting the librarianship to be held by able lieutenants, R. W. G. Vail to 1939 and Clifford K. Shipton since then. In the present attractively produced and extremely informative volume Dr. Brigham modestly reports on his half-century of custodianship, an era of magnificent accomplishment. In 1908 the A. A. S. had a quite miscellaneous library of 99,000 volumes, with important collections of early American newspapers and imprints and fair ones of schoolbooks and psalmody; the first three had all been special interests of the society's founder and first president, Isaiah Thomas (1749-1831). In 1908 the Salisbury bequest of \$200,000 enabled the society to construct a new building, occupied early in 1911, which has proved ideally satisfactory for a research library and has required only the duplication of its original stack space in 1924 and again in 1950. The year before Dr. Brigham's arrival Waldo Lincoln, a retired Worcester paint manufacturer turned genealogist, had entered on his 20-year term as president; he gave complete support to the new librarian's policies and raised the funds required. These policies show what can be done, with comparatively modest resources — for there have been no great fortunes or foundations and no tax-money behind the A. A. S. — by intelligent concentration on limited, coherent, and well-chosen objectives.

Dr. Brigham took the society's name seriously and has made its library a first-class repository of every variety of early Americana proper to library custody — especially North Americana, and more especially United States Americana, if the term may be allowed. This he has done, on the one hand by adding strength to strength, and on the other by preventing all diversion of effort. He has avoided the space problems that baffle many libraries by drawing chronological lines, say at 1820 or 1865 or 1870, to escape the torrent of later printing with its items of decreasing intrinsic interest. The society had already taken some steps to get out of the museum business in 1885 and 1895; in 1909-10 Dr. Brigham took it out entirely, transferring its Yucatan and Indian relics to the Peabody Museum at Cambridge or the Worcester Historical Society. The preceding regime had gone in rather heavily for Central and South American materials. Dr. Brigham was not in a position to compete with the major

collectors, and he has let the field remain more or less fallow for 30 years past, obtaining the conversion of a fund earmarked for it to general library purposes. In recent years Librarian Shipton has weeded from the shelves thousands of volumes of no American relevance. In the sphere of manuscripts the society has avoided purchase but has accepted gifts of national, New England, Massachusetts, or Worcester importance so long as they do not clearly belong somewhere else. The resulting collection occupies 1,320 feet of shelving, and is partly indexed.

The Brigham policies are well illustrated in the collections of newspapers and imprints. Fifty years of intensive collecting have increased the 1908 newspaper holdings from 6,000 to 22,000 volumes, plus nearly a million separate issues. In the course of the 1920's the A. A. S. progressively abandoned its efforts to keep newspaper files current; it now binds files of only a few newspapers. In 1913 Dr. Brigham embarked upon his monumental bibliography of American newspapers from 1690 to 1820, for the first version of which, published serially in the society's *Proceedings*, he visited 400 cities and towns. On its completion in 1927 it was redone in order to record in detail all scattered or incomplete files. The two massive volumes published in 1947 contain 1,508 pages and list 2,120 newspapers, of which the society has 1,496; its nearest competitor, the Library of Congress, has only 936. The collection of American imprints to 1820 numbered 5,000 volumes in 1908; it has now reached 50,000, nearly half the number known to have been published. Here the society's knowledge is compiled not in a publication but in its card catalog of 322 trays and over 50,000 cards, with alphabetical (author, subject, title, and running title), chronological, geographical, and printer-publisher sections.

Besides these basic collections, Dr. Brigham reports on the progress and flourishing estate of 34 special collections, from almanacs to western narratives, and of 16 minor (but quite unusual and interesting) collections, from advertising cards to watermarks. In some of these, such as songsters and railroad and canal literature, the American Antiquarian Society has made its holdings outstanding as recently as the 1950's.

DONALD H. MUGRIDGE

Library of Congress

Studies of Historical Documents in the Library of the American Philosophical Society. (American Philosophical Society, *Library Bulletin*, 1958; Philadelphia, 1958. 547-620, xi p.)

In 1943 the American Philosophical Society reprinted the part of its *Yearbook* dealing with its library as the *Library Bulletin*. Since 1948 the *Library Bulletin* has consisted of a reprint of a number of the society's *Proceedings* in addition to an extract from the annual report relating to the library. The present title (originally *Reports and Historical Documents*) is confusing; for some articles in this issue do not relate to documents in the conventional sense or, if they do, refer to documents in other institutions.

Gilbert Chinard, for example, has an excellent article on Rétif de la Bre-

tonne's *L'École des Pères*, 1776, a copy of which was recently acquired by the library. Professor Chinard shows Rétif to be a precursor of Malthus and of thinkers on the French Right such as Mauras. "The Enlightenment in Spanish America," by Arthur P. Whitaker, surveys the literature and reviews the state of our knowledge on that subject. The first study of a historical document is Helmut de Terra's edition of Alexander von Humboldt's abstract of his American travels, to which is appended a study of Humboldt portraits and sculptures in the United States. Anyone who has attempted to unravel the provenance of old manuscripts will relish Charles Boewe, "The Manuscripts of C. S. Rafinesque (1783-1840)." Rafinesque, an early American natural scientist, had a picturesque career, and his manuscripts are widely scattered. Graduate students could profitably study this and similar articles to see how primary sources are run down. The most original contribution, in my opinion, is George Green Shackelford's "William Short: Diplomat in Revolutionary France, 1785-1793," based in part on the correspondence between Short and the Duchesse de la Rochefoucauld in the American Philosophical Society. This is a well documented study of early American diplomacy and of the moderates during the Revolution. The last article, by George S. Snyderman, discusses the Philadelphia Friends manuscripts pertaining to the American Indian. The annual report has a list of selected accessions, including books, manuscripts, pictorial material (28 Charles Wilson Peale watercolor sketches are listed under Americana manuscripts), and sound recordings. A committee of the American Philosophical Society, the report notes, is now considering the wisdom of the dual publication of the articles.

If the contents of the *Bulletin* are not all, strictly speaking, studies of historical documents in the society's library, what are they? Perhaps they are best described as writings to make known the contents of the library and its activities. The library acquires materials and furthers research on the careers of its prominent past members. Therefore, we have an article on Rétif (since Franklin on the basis of some of his writings may be considered a precursor of Malthus) and an article on Short. Since 1957 the society has supported a study of the exchange of scientific and cultural ideas between the United States and Latin America in the eighteenth and early nineteenth centuries (in which its members played a major role). Probably its chief acquisitions are in the history of science. The society has an excellent collection on Darwin and evolution, including a notable body of Darwin-Lyell correspondence. Recently the society added to its history of science agenda projects to acquire materials of von Humboldt and Rafinesque. The society also has extensive collections dealing with American Indian tribes. Snyderman's article is one example of its support of the study of American Indian linguistics, archeology, and history.

The contents of the *Library Bulletin* since its inception have been of very high caliber. But two kinds of articles in it detract from its overall merit. First, there are the skilful, pleasant accounts of one or a few documents, often of minor importance. Second, there are the necessarily cramped articles in which authors try to combine descriptions of a complex body of records with historical analysis.

The holdings of the library and the historical activities of the society are too little known by the historical profession, even by specialists who should be familiar with them. More frequent publication might cure this ignorance. But more important, if the *Bulletin* stood on its own feet as a scholarly publication, the library could publish systematic, detailed descriptions of its holdings as well as more full-scale historical articles. The society's activities have grown to the point where it could legitimately add a historical journal to its three great series of *Proceedings*, *Transactions*, and *Memoirs*.

NATHAN REINGOLD

Library of Congress

A Survey of American Church Records for the Period Before the Civil War, East of the Mississippi River. Vol. 1, Major Denominations, by E. Kay Kirkham (Salt Lake City, Kay Publishing Co., 1958. 176 p. \$2.50.)

This paperbound handbook provides a reference tool for genealogists and religious historians in the rich but difficult area of American church archives. It relies heavily on information derived from the great microfilm collection of vital records of non-Mormon churches in the Genealogical Society of the Church of Jesus Christ of Latter Day Saints, at Salt Lake City, and on correspondence by the author with 135 religious archives. It also cites archival references in the publications of some of the great genealogical societies such as those of New York and New England.

State by State, county by county, denomination by denomination, and city by city, the survey covers the areas east of the Mississippi — some, such as New York and Pennsylvania, in great detail; others very briefly. The section for Maine, for instance, except for a bibliography of references on church history and archives such as accompanies the listings for all the States, contains only a single direct entry to one specific set of church records. The book is therefore, and quite understandably, a guide only to the materials which are included in it, not to those archives for which information could not be obtained. But the author has tried to give suggestions for further investigation in the various States and denominations so that his work may serve as an encouraging signpost where it fails to provide specific information.

Where detailed information is available, the book gives the types of records and their inclusive dates, as well as the exact location of the collections. On the other hand, where the archives are too voluminous for easy treatment, a general reference to their location or to published guides is made to suffice. Readers unfamiliar with church history and archival practices will find an introductory outline and bibliography for 10 leading denominations, as well as a general bibliography on religions in America.

In a work as broad yet as detailed as this, errors, inconsistencies, and omissions inevitably occur. In the introduction to the North Carolina section, for example, the statement appears that one of the four important Presbyterian archives in the United States is the Presbyterian Historical Society in Philadelphia, but no such information is provided in the Pennsylvania section.

Some large Quaker archives are not mentioned, such as those in Baltimore and Richmond (Indiana); but in general the Quaker coverage is good. Here, as elsewhere, however, the user of the volume must treat it as a helpful rather than infallible or exhaustive guide. For genealogists it should be most valuable, and for religious historians it can serve as a useful tool.

THOMAS E. DRAKE

The Quaker Collection
Haverford College Library

History for All the People; Twenty-Seventh Biennial Report of the North Carolina Department of Archives and History, July 1, 1956, to June 30, 1958. (Raleigh, 1958. 125 p., illus., appendixes.)

This is an able report of a progressive and energetic State department of archives and history, which has undertaken to render a variety of services to all of the people of North Carolina and to carry its services to all parts of the State. The cover title of the report, "History for All the People," is well justified; and the report is a worthy successor to the one of 1954-56, "Expansion and Progress."

The program of the North Carolina Department of Archives and History is comprehensive and dynamic in the fields of archives and manuscripts, record administration, publications, museums, historic sites, and other historical interests and activities of the State. Accomplishments, plans, and hopes are brought out in the excellent narrative reports of division heads. These are supplemented by appendixes giving data on appropriations and expenditures, accessions, research and reference service, lamination and preservation, publications, and administrative and other matters. During the biennium, despite handicaps of insufficient personnel and storage space, progress and significant accomplishments were made in dealing with the most chronic and pressing of archival problems: the arrangement, description, disposition, and preservation of records. Major emphasis was placed on processing the backlog of records, reducing the bulk on hand by a disposition program, and placing retained material under inventory controls.

Of especial interest to the reviewer was the report on the historic site program. Tremendous strides have been made since the Department took over this function in 1955. In addition to carrying out its own site program the Department cooperates with other projects in the State by giving them financial and technical aid. Such assistance is the shot in the arm that many worthy local projects need.

A number of excellent illustrations add to the interest and value of the report.

V. L. BEDSOLE

Louisiana State University

The Business of a Trial Court; 100 Years of Cases; a Census of the Actions and Special Proceedings in the Circuit Court of Chippewa County, Wisconsin, 1855-1954, by Francis W. Laurent (Madison, University of Wisconsin Press, 1959. xxxiv, 314 p., tables, map. \$6.)

This study, comprising five chapters of narrative and an appendix of more than 200 tables, presents a picture of the type and volume of business done by the circuit court for Chippewa County, Wisconsin (a trial court of general jurisdiction) over the century beginning in 1855 and ending in 1954. To document fully the different kinds of actions and proceedings within the purview of the circuit court, the study necessarily embraces some activities of the county court of Chippewa County for the years from 1921 to 1954, when the county court exercised concurrent jurisdiction with the circuit court in certain classes of cases.

The study, aided by a grant from the Rockefeller Foundation to the University of Wisconsin for work in legal-economic history under the direction of Prof. James Willard Hurst, rests mainly on an examination of the archives of the circuit court and the county court — case files, record books, minute books, dockets, and other records.

Mr. Laurent, a research associate at the University of Wisconsin, has prepared in readable style and lucid order an excellent descriptive and tabular report on the manifold activities of the circuit court of Chippewa County in exercising its criminal and civil jurisdiction, and he has thereby mirrored many phases of the changing society in that county during the span of a century.

The introduction to the book is a commentary by Professor Hurst on the data compiled by Mr. Laurent. In chapter 1 the author describes the milieu in which both courts functioned. The flow of criminal cases within the cognizance of the circuit court and the county court is the subject of inquiry in chapter 2. Chapter 3 reconstructs the pattern of the civil actions. The next chapter canvasses the tenor of the "proceedings other than actions," which are defined by Wisconsin statutes, through a process of exclusion, as the exercise of eminent domain, removal of public officers, discharge of record mortgages on realty, and the like.

Mr. Laurent has reserved the last chapter for a "Summary and Conclusion." At the outset he finds from the data that "conflicts of economic interests" provided the main business of both courts. Then he shifts to a brief description of the influences ("economic factors," "governmental activities," and "motor vehicles") that determined to a great extent the pattern of judicial business in Chippewa County. Treating first the economic influences, Mr. Laurent says that during the nineteenth century the logging industry dominated the economy of the county. With the decline of that industry, however, agriculture and secondary manufacturing made substantial progress, accompanied by developments in transportation, communications, trade, and finance. Acting in conjunction with these two long-term economic influences were short-term ones: the Civil War; the business depressions of 1857, 1873, 1893, and 1930; World War I; World War II; and the business boom following the latter conflict. Federal and State governmental activities during the latter half of the nineteenth century were limited;

government was predominantly of a local character. But the twentieth century has witnessed a steady expansion of Federal and the State activities, stemming from increasing intervention in the affairs of private persons and organizations through new patterns of legislation and administrative law. Also affecting the character of the work of both courts were the vast social and other changes resulting from the mass production of automobiles. Illustrative of these changes is the fact that, at the end of 1954, issues involving motor vehicle transportation constituted the major part of the work of the courts in Chippewa County. In concluding chapter 5 the author offers some findings on the stability of the family unit and the economic status of the individual in the county.

The rest of the book, apart from the preface, notes, and index, consists of 206 tables embodying the data derived from the study, on which, in great measure, its narrative parts depend.

Because criminal and civil court actions reveal many aspects of the society in which they occur, Mr. Laurent's book recommends itself to the economist, the historian, the political scientist, and the sociologist, as well as the student of law. To the archivist the book is further proof of the versatile research value of court archives.

GEORGE P. PERROS

National Archives

Subject Collections; a Guide to Special Book Collections and Subject Emphases as Reported by University, College, Public and Special Libraries in the United States, the Territories, and Canada, comp. by Lee Ash. (New York, R. R. Bowker Co., 1958. xiv, 476 p. \$15.)

This reference book is based on Sears' *List of Subject Headings* and will therefore be received with some reservations by those who have found Sears inadequate to the needs of all but small libraries. It should be used only in connection with the *American Library Directory* or with other library tools. It will, however, be gratefully received by librarians, for it presents a handy subject listing of the resources of many large and small collections having books, manuscripts, portraits, prints, maps, broadsides, clippings, vertical files, periodicals, photographs, phonorecords, pamphlets, posters, postage stamps, seals, lantern slides, miniatures, and autographs.

The introduction by Mr. Ash explains the lack of attention shown to government holdings, both Federal and State; but this lack remains a definite weakness in the book as a reference tool for scholars. The introduction also explains the method followed in accumulating the information. As with all questionnaire methods, the results are something less than ideal, being full of irregularities and inconsistencies. Yet, on the whole, the method in this case has brought together an amount of information on subject collections that should justify a future edition.

Whether or not Sears should be the pattern for a reference tool of this sort is debatable, since the headings are far too general to serve the needs of most users of special collections. This is particularly true in the day of annual

machine-indexing of technical literature by the most specific subject approach. But for small libraries and for general reference work the book will be a quick and handy tool for reference to subject collections in many little-known special libraries and to many subjects, hitherto unsuspected, among the holdings of the larger libraries.

JOSEPHINE COBB

National Archives

Microfilm; a History, 1839-1900, by Frederic Luther. (Annapolis, National Microfilm Association, [P. O. Box 386], 1959. 195 p., illus. \$7.50; \$4.50 to members.)

In writing this, the first book on the history of microfilm, the author searched through libraries, museums, and private collections for his information. He also corresponded with individuals in foreign countries, gathering bits of information to fit together, as it were, in a jigsaw puzzle. Not all the pieces were found, but a clear guidebook for future research was the product. This printed edition is limited to 500 copies, but microfilm and microprint copies of it will be available. The volume was published under the auspices of the National Microfilm Association and was released at its April 1959 annual meeting in Washington, D. C.

The book starts by discussing the two men who dominated the early days of microfilming, J. B. Dancer, an Englishman, and René Dagon, a Frenchman. These two were followed by innumerable others in Europe and America.

The author proceeds from "The Advent of Microfilm" to "The Appearance of Micro-Archives," pointing out that the whole archives of a nation may be packed away in very small compass to avoid the possibility of destruction by fire, theft, vermin, or deterioration.

Stories of France, with its balloons and exciting events during the siege of Paris, are dramatic enough to be fiction instead of history. Equally well portrayed is the corrupt dealing of the French military. The French Government of this period was a blight upon France; and the microfilm pioneer, Dagon, suffered at its hands.

The "Treatise on Microscopic Photography" by Dagon is factual and basic. The group of attractive illustrations adds much interest to the book; and I particularly enjoyed the prints made of one of Dancer's microfilms, dating from about 1860, and the world's first microfilm patent.

One chapter summarizes microfilm developments in chronological order and thus helps the reader to relate them to world events. Biographical notes serve to acquaint the reader with the leaders in the history of this great and growing profession. "Microfilm Processes" are listed and explained in another chapter. Two others offer a wealth of reference material that should be of great interest and value to others attempting research in the field. The last chapter, written by Vernon D. Tate, tells of the organization, purposes, publications, and work of the National Microfilm Association. Membership and participation in this association can be useful to anyone in microfilm work.

This entertaining and comprehensive history will be valued by all who work with microfilm. Since it takes us only to the beginning of the twentieth century, however, the need remains for a history of microfilm from 1900 on, which I understand Mr. Luther is planning to write.

DOROTHY K. TAYLOR

Microfilm Division

Wyoming State Archives and Historical Department

Guide to Microreproduction Equipment, ed. by Hubbard W. Ballou. (Annapolis, National Microfilm Association, 1959. 438 p., illus. Processed. \$4.)

Compiled and published with assistance from the Council on Library Resources, Inc., this compact volume is in reality a catalog of the microproduction equipment currently available and is an invaluable reference tool for archivists and record administrators who direct microfilm operations or who use microfilm for preserving archives and records. Not less is its value to librarians who use and service materials in microform.

The book gives an objective and methodical presentation of all standard equipment of the many companies discussed. The data sheets and illustrations for each machine should enable the archivist, librarian, or other user to study and compare the features of various items and so to evaluate and prepare specifications for purchases. The method of grouping and indexing the classes of equipment is especially useful.

The volume, to be used successfully, presupposes a considerable knowledge of all phases of microreproduction. The novice would be overwhelmed by the display of so many machines, without critical evaluation.

As a practicing archivist much concerned with the problems of microfilming and related activities, the reviewer considers this book an essential reference tool, and regrets only the limitation of the edition. It was distributed to members at the 1959 annual meeting of the National Microfilm Association. A very limited number of additional copies are available through the office of Vernon D. Tate, Secretary, N. M. A., P. O. Box 386, Annapolis, Md.

DOLORES C. RENZE

Division of State Archives and Public Records

Denver, Colorado

Royal Fort Frontenac, tr. and ed. by Richard A. Preston and Leopold Lamontagne. (Champlain Society Publications, Ontario Series 2; University of Toronto Press, 1958. xxx, 503 p., appendixes. \$5.)

One cannot overstate the value of the work undertaken by the Champlain Society for the government of Ontario in the field of publishing historical documents. The second volume of its series, under the title *Royal Fort Frontenac*, concerns not only a great Canadian province but also the general history of Canada and its relations with the New England colonies. From this point of view one should not underestimate the important role played by Fort Frontenac in the conflicts between France and England in North America.

The documents assembled by Professors Preston and Lamontagne testify to the strategic value of the fort during the Iroquois wars and the conflicts that put an end to French rule in Canada. Viewed thus the documents here published reflect the militaristic structure of New France and its consequences. They also show the importance of military investments in the destiny of a sparsely settled colony extending from the Gulf of the St. Lawrence to the Gulf of Mexico.

These texts, above all, permit us to see the commercial rivalry that determined the founding and the history of Fort Frontenac, which was essential to the expansion of the fur trade in the West. The general terms of the rivalry are suggested by two questions. Why did New France not perceive the disadvantage of engaging all its economic activity in a single field? Why was there no understanding of the enormous advantage of the English colonies, which were able to support themselves in their struggle for mastery of the fur trade by a more dynamic and more diversified economy? It is interesting to find again in these texts the crucial problem of the costs of transportation, which increased for the French in step with their territorial expansion. The freezing over of the St. Lawrence during 6 months of the year was a permanent handicap. The disparity in the cost of trade goods and furs between the competitors was overwhelmingly in favor of the English colonies. On the French side administrative costs continued to rise and the margin of commercial profits to recede.

The difficulties inherent in the economy of New France explain the weakness of its traders, who lacked either the ability or the knowledge to establish a more rational system for developing the fur trade in the face of foreign competition. It is interesting that the traders and their backers were almost always the advocates of an unlimited expansion of trade. On the other hand the theory of the French metropolitan authorities appeared to favor placing a sounder value on the resources of New France. To exploit those resources effectively, however, the Government would have had to abandon, at least partially, its policy of rigid mercantilism. Yet it is true that the efforts of France in the *Compagnie des Habitants* and the *Compagnie de la Colonie* were attended with unfortunate results.

Finally, the value of the documents for religious history should be mentioned. The repulse of the Sulpicians at their mission of Kenté, the political role assumed by the Jesuits among the Indians, and the resistance of the Indians to the appeal of the missionaries illuminate the politico-religious problems of the era.

Royal Fort Frontenac takes its place beside Fernand Grenier's solid edition of the *Contrecoeur Papers* published in 1952. We hope that similar works will be undertaken for Forts Detroit and Niagara. Our knowledge of the economy underlying the French regime would thereby be considerably enriched.

FERNAND OUELLET

Archives of the Province of Quebec

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

MINUTES OF THE COUNCIL

June 12, 1959

The Spring Council meeting was called to order by President Holmes on June 12, 1959, at 10:15 a.m. in the National Archives. The following were present: Mary G. Bryan, vice president; Dolores C. Renze, secretary; Leon deValinger, Jr., treasurer; G. Philip Bauer, editor; and Council members Lucile Kane, Wayne Grover, and Herman Kahn.

The reading of the minutes was dispensed with since they had been submitted to the Council in writing for approval. Mrs. Bryan, seconded by Miss Kane, proposed that for the American Council of Learned Societies grant one candidate be selected rather than two, as had been previously decided. The motion was unanimously carried.

To ensure action on items of essential business, it was agreed that the reports of officers should be made the last matter of business for the day.

Mrs. Renze and Mr. deValinger reported in detail on the revised proposals for a contract with University Microfilms to reproduce copies of out-of-print issues of the *American Archivist*. Since all points of difference had been resolved, the secretary was authorized on motion of Mr. Bauer, seconded by Mr. Kahn, to return the executed contract to University Microfilms and to handle particular transactions under its terms.

The question of posthumous awards was again directed to the Council's attention by a letter from Morris Radoff. Action on the question was deferred until the next meeting in order that Mr. Radoff could be asked to present more information on his proposal.

On motion of Mr. Grover, seconded by Mrs. Renze, it was voted to confer honorary membership in the Society of American Archivists on two former Presidents of the United States — Herbert Hoover and Harry S. Truman — in recognition of their eminent services to archival economy and their interest in the preservation of sources for research in American history.

At the request of President Holmes, Mrs. Renze reported informally on the recommendations of the first Long Range Planning Committee as reflected in the secretary's record. The committee's chairman was Christopher Crittenden of North Carolina. Most of its recommendations have been adopted by the Council in the past 5 years, but it seemed obvious that much remains to be done. The reactivation of the Advisory Committee on Long Range Planning was discussed and on motion of Mr. deValinger, seconded by Mr. Kahn, was ap-

proved. The president was authorized to appoint such a committee, with the concurrence of the vice president. The committee is to report to the Council at appropriate intervals; its first report is due not later than the 1960 annual meeting; and it must report annually thereafter. The Committee is to serve until it is discharged by the Council.

President Holmes called for a report on David Duniway's proposal that the Society of American Archivists request support from the Council on Library Resources for a plan to study State archival practices in State libraries. This had been referred to the Society's State Records Committee for study and recommendation. Robert M. Brown, chairman, had reported: "The members of the Committee on State Records have read the proposal and it is the recommendation of five of the six committee members that the proposal should not be adopted in its present form." After full discussion of the proposal, the Council adopted the committee's recommendation.

Mrs. Renze presented invitations received for the next several annual meetings and urged that the Council make decisions for several years in advance. The Council voted unanimously to accept invitations as follows:

- 1960, Massachusetts: Invitation extended on behalf of the State of Massachusetts by the Secretary of the Commonwealth, at Boston.
- 1961, Missouri: Invitation extended by Philip Brooks, Director of the Truman Library, at Independence.
- 1962, New York: Several invitations pending.
- 1963, North Carolina: Invitation extended through Christopher Crittenden on behalf of the State Department of Archives and History, the North Carolina Literary Society and Historical Association, the history departments of the leading colleges and universities, and other organizations concerned, to join in the celebration of the 300th anniversary of the granting of North Carolina's charter.

The dates for the meeting of the International Council on Archives in Stockholm are Aug. 17-20, 1960. After some discussion of designating the Society's official delegates, action was deferred until October.

The Council approved plans for a joint luncheon meeting of the Society of American Archivists and the American Historical Association, to be held in Chicago on December 28, 1959. Bell Erwin Wiley will speak on the role of the archivist in the Civil War Centennial.

The secretary and the treasurer reported on some problems relating to the tax exemption of the Society as an educational nonprofit organization. On motion of Mr. Grover, seconded by Mrs. Bryan, Mrs. Renze was directed to study the matter and prepare for consideration by the Council a draft to clarify the educational and scientific purposes of the Society of American Archivists as set forth in the Constitution.

A proposal by Mrs. Renze that the Society of American Archivists apply for constituent membership in the American Council of Learned Societies was taken under advisement. President Holmes was delegated to investigate and report on the matter at the next Council meeting.

A request was made to the Council for "clarification of intent" on whether election of Fellows is restricted to individual members of the Society. A motion by Herman Kahn, concurred in by the Council, expressed the Council's

opinion that *individual members* alone are eligible for election as Fellows. In the Council's opinion, however, the Leland Award is not so restricted.

A communication was received from the U. S. Civil War Centennial Commission, signed by Maj. Gen. U. S. Grant, 3rd, as chairman, inviting the Society through its Council "to set up a liaison committee to work with our Commission on matters of common interest." President Holmes was authorized to appoint an *ad hoc* liaison committee, with not more than 7 members.

President Holmes referred to the Council a proposal he had received that the Society of American Archivists cooperate in a research project on microfilm and other forms of photocopy. The Council authorized Mr. Hale, chairman of the Society's Committee on Microfilming, to represent the Society in the development of the project. Mr. Hale will be asked to report at the October meeting.

Miss Kane was asked to keep the Council informed on the meeting relating to the appraisal and evaluation of manuscripts in monetary terms, which is to be held in Madison, Wis., late this year or early in 1960.

A letter from Clifford L. Lord, president of the American Association for State and Local History, inviting the S. A. A. to join with his association and several others in a conference at Cooperstown, N. Y. in September, was favorably received. Leon deValinger, Jr., and Herman Kahn were delegated to represent the Society at this conference, and it was voted to allow them necessary travel expense.

After a luncheon recess the Council reconvened at 1:30 p.m. in room 910 of the Raleigh Hotel.

The secretary recommended that, in accordance with requests from several members, consideration be given to reestablishing the practice of issuing annual membership cards for members in good standing. The Council deferred action on this matter until it should be made clear that a substantial number of the members wanted such cards.

The matter of a bond for the treasurer was presented; and on motion by Mrs. Renze, seconded by Mrs. Bryan, the treasurer was authorized to secure bond at the expense of the Society, in the sum of \$5,000, the bond to be held by the secretary.

Reports of officers were next heard. President Holmes discussed relations with Civil Defense officials, which are being handled by the Committee on Federal-State Relationships. Kenneth Munden, Morris Radoff, and Robert Brown are following the OCDM projected program closely and will keep the Council advised on any necessary action.

A progress report was made by President Holmes on archives relating to the history of science. At an informal meeting at the National Archives, presided over by Henry E. Guerlac, president of the History of Science Society, a decision was reached to organize a representative meeting in Washington in the spring of 1960 to decide on the nature of the proposed program and the organization needed to carry it out. A preparatory committee to plan for this meeting was proposed. Mr. Holmes, in accordance with authorization given him at the Salt Lake City Council meeting, reported that he had named

Herman Friis of the National Archives to represent the Society on the preparatory committee.

Vice President Bryan reported on H. R. 6197, a bill introduced by U. S. Representative Schwengel for the Legislative Committee of the Civil War Centennial Commission, "to authorize and direct the Administrator of General Services to publish on microfilm the original military and naval records of the Civil War, both Union and Confederate." After a discussion, on motion of Mrs. Bryan, seconded by Miss Kane, the Council voted (with Mr. Grover abstaining) that the Society should recommend the legislation through a letter from the president on behalf of the Society. The primary points that the Council wished emphasized were outlined and President Holmes agreed to prepare a letter embodying the Council's view that the bill, if passed, will:

Stimulate the study and writing of Civil War history in both its national and local aspects by making the contents of these records widely available in State repositories where serious research and writing on the Civil War in connection with the centennial will be done, and save scholars the expense of trips to Washington;

Save the unique original documents in the National Archives from wear and tear due to heavy use during the centennial years and to repeated laboratory handling in making photostats and microfilms from the same records for different scholars; and

Provide security copies that will ensure preservation of the contents of the records in case the originals should be damaged or destroyed.

Mr. deValinger gave the treasurer's report and filed a financial statement through June 5. He pointed out that while the Society is solvent, extreme care must be exercised to keep expenditures down, in the face of increased postage rates, printing costs, and other costs.

The secretary submitted reports on activities of committees, especially the committees on Federal-State Relationships, State Records, Church Records, University and College Records, Business Records, Audio-Visual Records, and Microfilm. She reported receipt of the records for the first three years of the College and University Archives Committee, from Dwight Wilson, its first chairman. These will be placed in the Society's archival holdings. She reported also on meeting in Philadelphia on June 9 with the Local Arrangements Committee and the Program Committee for the 1959 meeting.

Mrs. Renze brought to the Council's attention the need for an annual directory of members for committee use and for public relations; this need not be a formal publication but could be processed by her office.

Mr. Bauer reported that the index to the first 20 volumes of the *American Archivist* is being typed and will go to the printer in August and may be issued before the October meeting. He also reported on cost estimates for reprints of special articles. An article 8 pages long, with cover, would cost: for 500 copies, \$89.40; for 1,000 copies, \$114; and for 2,000 copies, \$163. The secretary was asked to prepare for the Fall Council meeting a list of the articles in greatest demand for reprinting.

Mr. Bauer notified the Council that his term as editor will end in October and that he wishes to be relieved then. He proposed the name of Kenneth Munden for appointment by the Council as the next editor of the *American Archivist*. On motion of Mr. Grover, seconded by Mr. Kahn, the Council

voted to appoint Mr. Munden as editor for a 3-year term, 1960-62, provided he was willing and in a position to undertake this important and demanding assignment. A vote of appreciation was extended to Mr. Bauer on motion of Mr. Grover, seconded by Mrs. Bryan, for his handling of the Society's journal during the past 3 years. Special thanks were also expressed for the fine work of the associate editor, Elizabeth H. Buck; the review editor, Henry P. Beers; the news note editor, H. B. Fant; and the Committee on Bibliography.

There being no further business, the meeting was adjourned by President Holmes at 5:50 p.m.

DOLORES C. RENZE, *Secretary*

Since our last reporting, the following members have joined the Society:

James deT. Abajian, San Francisco; Ralph Burcham, Olympia, Wash.; H. C. Garwood, Stetson University; Gilcrease Institute of American History and Art, Tulsa; Dorothy G. Harris, Friends Historical Library, Swarthmore College; Matson Holbrook, Denver; Don C. Holland, Nationwide Insurance, Columbus; Isabelle Loughlin, McGraw-Hill Publishing Co., New York City; John E. Perry, Jr., Cooperative G. L. F. Exchange, Inc., Ithaca, N. Y.; John W. Ryan, University of Wisconsin; Claude E. Spencer, Nashville, Tenn.; the Rev. Carl J. Stapf, Vermillion, S. Dak.; Arthur L. Taylor, Smith-Corona Marchant, Inc., Syracuse, N. Y.; and L. Evans Walker 3d, National Archives. Foreign Members: *Bulgaria*, Academie Bulgare des Sciences, Sofia; *Canada*, University of New Brunswick Library, Fredericton; Mabel Tinkiss Good, Montreal; Mrs. M. I. Higginson, Saskatchewan Power Corp., Regina; and Hiroshi Sakamoto, International Civil Aviation Organization, Montreal; *France*, Archives du Department de la Seine, Paris; *Israel*, Ester Sedan, Hashomer Hatsair Archives, Merharria; *Mexico*, Manuel B. Trens, Ciudad Universitaria, Mexico City; *The Netherlands*, J. La Brijn, Delft; and *Rumania*, Biblioteca Centrala de Stat a R. P. R., Bucarest.

NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives has recently accessioned a subject file of the Division of Geography, Bureau of the Census, 1870-1950, and correspondence of officials and other records of the Bureau during the period 1900-1956; irrigation and drainage records of the Soil Conservation Service and its predecessors, including some early correspondence of the Bureau of Public Roads, 1898-1952; records of the Governor, Government Secretary, Lieutenant Governor, and other officials of the Government of the Virgin Islands of the United States, 1917-49; records of the Forest Service, consisting of deeds, judgments, and Attorney General's opinions pertaining to land acquired by the United States for national forest purposes, 1951-57; and over 45,000 photographs made or collected by the Army Ordnance Corps at Aberdeen Proving Ground, showing U. S. Army ordnance, 1917-41.

Preliminary inventories recently issued by the National Archives are no. 112, *Records of the Commodity Exchange Authority*; no. 113, *Records of the House of Representatives*; no. 114, *Records of the Bureaus of the Third and Fourth Assistant Postmasters General, the Bureau of Accounts, and the Bureau of the Chief Inspector of the Post Office Department*; and no. 115, *Records of the Foreign Broadcast Intelligence Service*. The two-volume inventory of the

House of Representatives records covers 79 Congresses and contains a 137-page subject index.

Among recently issued National Archives microfilm publications are Letters Received by the Office of Indian Affairs from the Central (16 rolls) and Michigan (9 rolls) Superintendencies, and from three additional agencies (25 rolls); Population Schedules of the 1820 Census for the States of Tennessee (4 rolls) and Virginia (14 rolls); Passenger Lists of Vessels Arriving at Baltimore, 1820-87 (43 rolls); Letters Received by the Secretary of the Navy From Officers Below the Rank of Commander, 1881-84 (18 rolls); Domestic Letters of the Department of State, 1861-66 (9 rolls); and the Official Records of the Union and Confederate Armies, 1861-65 (128 rolls).

Two additional guides to German records microfilmed at Alexandria, Va., have also been published: no. 8, *Miscellaneous German Records Collection (Part II)*, a collection that consists of material on economic subjects; and no. 9, *Records of Private German Individuals*, among whom are Dr. Walter Luetgebrune, Dr. Theo Morell, and Gen. Karl Haushofer. The microfilm may be consulted at the National Archives, and copies are available for sale. The guides were prepared by the American Historical Association's Committee for the Study of War Documents.

Additional information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, the National Archives, Washington 25, D. C.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

At its June 24 meeting the Commission noted with approval the publication last year of the 1956 and 1958 volumes of the *Public Papers of the President* and recommended to the Administrator of General Services that, as circumstances permit, the National Archives and Records Service extend the series backward to cover President Truman's administration.

Senator Leverett Saltonstall of Massachusetts has succeeded to the seat on the Commission recently vacated by Senator Wallace F. Bennett of Utah.

PRESIDENTIAL LIBRARIES

In July Secretary of State John Foster Dulles gave his personal papers for the period of his association with President Eisenhower to the Administrator of General Services, to be housed in the projected Eisenhower Presidential Archival Library. Plans for the building are being prepared so that ground can be broken and construction begun on October 13 of this year and so that, when the President leaves the White House, his papers can be transferred direct to Abilene. The National Archives and Records Service, which will have the responsibility for administering the Library when it is turned over to the Government, is working closely with the architects on the plans.

Since the opening in May of parts of the Truman collection at Independence, Mo., a considerable number of scholars have already begun to work in the papers.

LIBRARY OF CONGRESS

Recent manuscript acquisitions include: 29 checks made out by Abraham Lincoln, 1859-60, and one check drawn by the administrator of Lincoln's estate; 20,000 papers of Morison R. Waite, Chief Justice of the United States, including 21 docket volumes, 3 letter books, court assignment sheets, and Waite's manuscript opinions; 7,800 papers of Elmer Davis, radio commentator and Government official, including correspondence, 1893-1951, and radio scripts, 1940-55 (except Office of War Information scripts); and 20,000 papers of Judson King, organizer and director of the National Popular Government League. Other acquisitions are a small but valuable group of papers of Mark Sullivan, journalist; and the first installment of the papers of Thomas Cleland, contemporary figure in the field of book production.

The National Trust for Historic Preservation has given to the Library a collection from Decatur House, of papers of Edward Fitzgerald Beale and his son Truxton Beale, 2,000 items in all. The more interesting and historically important letters are those written to Edward Beale by Thomas Hart Benton and Benton's daughter and son-in-law, Jessie and John C. Frémont. The collection also includes two of the elder Beale's journals, kept in 1853 and 1858-59, diplomatic correspondence of the younger Beale, and originals and transcripts of manuscripts written by Commodore Stephen Decatur and Commodore Thomas Truxtun.

In the program under way to microfilm Presidential papers at the Library of Congress, the William Henry Harrison papers, 1785-1932, have now been reproduced on 3 rolls. These may be ordered from the Library's Photoduplication Service for \$20. Fred Shelley, in charge of the Presidential project, writes of the Chester A. Arthur papers in the May 1959 issue of the Library's *Quarterly Journal of Current Acquisitions*; and briefly discusses the micro-filming program in the July 1959 issue of *D. C. Libraries*, publication of the D. C. Library Association.

In accordance with recommendations made during the fourth consultation of the Commission on History, Pan American Institute of Geography and History, at Cuenca, Ecuador, a committee on historical bibliography has been set up, with the Hispanic Foundation, Library of Congress, as a permanent address. The Foundation's Director, Howard F. Cline, serves as the committee president. One of the features of the first meeting of the committee, June 15-17, was a talk by T. R. Schellenberg of the National Archives on the role of the archivist in support of bibliographers and historians.

SOURCES FOR THE HISTORY OF SCIENCE

In view of the increasing concern about the loss and dispersal of primary sources for the history of science and technology, a committee headed by Nathan Reingold of the Library of Congress, with members from the National Academy of Sciences, the Society of American Archivists, the National Historical Publications Commission, and the History of Science Society, is planning a conference sometime this winter to consider policies and programs for a national program to preserve such manuscripts.

THE PAPERS OF JOHN C. CALHOUN

W. Edwin Hemphill, editor of the *Papers of John C. Calhoun*, will welcome further information about any Calhoun papers, addressed to him at the University of South Carolina, Columbia 1.

THE PAPERS OF WOODROW WILSON

August Hecksher, president of the Woodrow Wilson Foundation, announced this summer an advance grant of \$175,000 from the Ford Foundation for work on the publication of Wilson's papers.

TECHNICAL DEVELOPMENTS

The Virginia State Library will publish the complete data of William J. Barrow's study of the deterioration of paper in book-stock. The study was financed by the Council on Library Resources, Inc., and has been partly reported in an article by Virginia State Librarian Randolph C. Church, "Is There a Doctor in the House?" in *Publisher's Weekly*, Jan. 5, 1951, and an article by W. J. Barrow and Reavis C. Sproull, "Permanence in Book Papers," in *Science*, Apr. 24, 1959. Under a new grant, the study will be carried forward at the Virginia State Library to find methods "for producing permanent book papers at a cost comparative with present papers, and of applying to existing book stock the preservative measures derived from the earlier study."

The Recordak Corp., subsidiary of Eastman Kodak, is marketing a 24-lb. portable microfilm camera with a lightweight carrying case. Operating at a speed of about 46 images per minute, the machine will reproduce about 2,500 pages on the 100 ft. of film carried in the film unit. Documents up to 12 in. wide and of any length can be handled.

The Joint Libraries Committee on Fair Use in Photocopying — a committee of the American Library Association, the Association of Research Libraries, and the Special Libraries Association — is trying to clarify some of the problems of legal rights arising in the photocopying of collected materials. A 2-year grant from the Council on Library Resources, Inc., has enabled the committee — headed by Edward G. Freehafer, Director of the New York Public Library — to retain as counsel the New York firm of Webster, Sheffield & Chrystie.

University Microfilms, Inc., of 313 N. First St., Ann Arbor, Mich., taking advantage of new techniques and equipment, can now publish small editions of books, from 1 to 500 copies, at economical prices. "For example, 50 copies of a hundred-page book, press-printed and bound like our Xeroxed O-Ps, cost only \$93.75, or \$1.88 per copy. One-hundred copies of the same book would cost \$106.25, or \$1.06 per copy — about a penny a page."

Minneapolis Honeywell's Datamatic plant in Boston is reportedly building a computer that will scan the 3,000,000 Blue Cross health insurance contracts in the New York area at least twice a day to find and handle the 65,000 that must be daily serviced. The machine will be able to scan 40,000 documents a minute.

By combining a typewriter-like keyboard with an electronic computer, a so-called "sinotype" has been pioneered to expedite the reproduction of Chinese characters, which run up into the thousands in contrast with our 26-letter alphabet. Instead of composing from lead type, as on a linotype machine, the new device produces a photographic film of images of the complex characters. It may eventually revolutionize publishing in Chinese.

An Associated Press dispatch from Annapolis, Md., July 28, 1959, reported that Maryland engineers and architects apparently have stopped mold from growing on old records of the Land Office in the new State Office Building at Annapolis. The solution was to cut off damp outside air from the record room, which originally was designed as a conference room rather than a record storage room.

In answering the question "How Does Air Pollution Affect Books and Paper?" W. H. Langwell writes in the *Proceedings of the Royal Institution of Great Britain* (vol. 37, no. 166, 1958):

... the damage to modern paper by air pollution may be quite serious, but there are several ways, some cheap and simple, by which this damage can be lessened or prevented. The prevailing idea that permanence of paper depends on the amount of resistant cellulose it contains is only partly correct; under suitable storage conditions, and in the absence of mechanical wear and tear, cheap and inferior papers could have a long life.

The Air Pollution Control Association, 4400 5th Ave., Pittsburgh 13, Pa., collaborates with the U. S. Public Health Service and the Library of Congress in sponsoring *APCA Abstracts*, a monthly abstracting of literature on air pollution. The Library of Congress Science and Technology Division has compiled for the U. S. Public Health Service this year volume 2 of *The Air Pollution Bibliography* (176 p.), which can be had from the U. S. Department of Health, Education, and Welfare, Washington 25, D. C.

UNITED NATIONS

A draft resolution submitted by the United States and cosponsored by Chile, Costa Rica, and Mexico in favor of freedom of information was attacked by the representative of Afghanistan at a session of the United Nations Economic and Social Council in Mexico City Apr. 20, 1959. Part of the resolution, offered by the United States solely to put the council on record as supporting the principle of freedom of information, was quoted in the *New York Times* of April 21:

Everyone has the right to knowledge and expression; governments have the responsibility to protect and encourage the free flow of information; the press and other information media should be the servants of the people and not of the state; media should report honestly and with responsibility; everyone has the right to full information about the United Nations and its associated organizations.

It is likely that a convention on freedom of information will be discussed at the United Nations General Assembly in the fall of 1959.

FOREIGN NEWS

Afghanistan

The U. S. Department of State arranged for Director Richard S. Logsdon of Columbia University Libraries to visit Afghanistan and advise educational and governmental leaders there. The planning of a national archives program was one of the objectives of his projected 9-week stay in Kabul.

Egypt

The Institute of Arab Manuscripts, Rue Boustane, Cairo, has finished microfilming some 15,000 Arab manuscripts in the libraries of the Near East and Europe. The institute publishes catalogs, sponsors the *Révue de l'Institut des Manuscrits Arabes*, and encourages scholarly research.

Eire

In a trip abroad this past summer, Father Henry J. Browne of Cathedral College, New York City, visited the Dublin Castle State Paper Office. He reports a series of records from 1780, most of them unexploited, on emigration to America.

Germany

A feature story in the *Waterbury (Conn.) Sunday Republican*, Mar. 1, 1959, describes "The U. S. Document Center, Berlin" as located in a villa on a secluded side street in West Berlin. It is reported to contain a large number of official documents of Nazi Germany, including 10 million memberships cards issued by the Nazi Party. "Historians and clerks are still sorting and studying the documents, none of which is accessible to the general public."

Great Britain

Giles E. Dawson, resident scholar at the Folger Shakespeare Library, has received a grant from the American Council of Learned Societies to examine English town records for entries relating to traveling players, 1500-1642.

Home Secretary R. A. Butler told the House of Commons on July 23 that the impounded diaries of the Irish Nationalist Sir Roger Casement had been placed in the Public Record Office, where qualified scholars would be permitted to use them. Sir Roger was hanged for treason during World War I. The general public may not be permitted to see the diaries for a hundred years more, according to a news report from London.

Israel

The second conference of the Israel Archives' Association, Apr. 13-14, 1959, met in Jerusalem under the honorary presidency of G. Herlitz. State Archivist A. Bein, the chairman, outlined the importance of archives in the cultural life of Israel and announced that Jerusalem and Haifa are setting up municipal archives and that Tel-Aviv may follow suit. State Archives Director P. A. Alsberg explained the necessity of appraising archival material. Director M. Shilo, Archives of the Israel Defense Army, discussed and illustrated the relation of writing material to the permanency of documents. The conference

urged that government institutions and the public devote more attention to archives, voiced the need for professional training in an academic atmosphere, endorsed the extension of a law of 1955 for the registration of private archives, and decided that the association should prepare a guide to the archival material in Israel.

Italy

A large cylindrical stone container holding some 30 bronze tablets inscribed in Greek was found early this year at the site of the ancient city of Locri in Southern Italy. The decipherment of what appear to be public archives is expected to throw light on the administrative, political, and religious life of Magna Graecia.

Mexico

Roscoe R. Hill of Washington, a fellow of the Society of American Archivists and a specialist in Latin American history and culture, arrived in Mexico on May 26, 1959, to begin a series of visits in the Caribbean area to archives, libraries, and educational institutions. Bearing a letter from the Archivist of the United States and traveling under the auspices of the International Educational Service of the Department of State, Dr. Hill went on from Mexico to Central America, but in Guatemala he became ill and had to return home. One of the objects of his trip was to publicize the conference of archivists that is expected to be held in Washington in 1960.

U. S. S. R.

A 4-volume collection of the letters of Dostoevski has been published in Moscow. News agencies report that it took 25 years to make the collection, which is said to contain much fresh material.

CALIFORNIA

The Arthur H. Clark Co., Glendale 4, has announced that it is distributing for Pageant Press a new edition, limited to 500 sets, of *The Jesuit Relations and Allied Documents*. The edition (73 vols. bound in 36) sells for \$400.

Stanford University, Palo Alto, has established an Archive of Recorded Sound. Housed in the music department's headquarters at the Knoll, campus residence of the university's late president Ray Lyman Wilbur, the collection includes cylinder recordings going back to the pioneering days of Thomas A. Edison. It has some 10,000 disk recordings, including about 2,000 Victor Red Seal records. As yet, however, it has only a relatively small number of tape recordings.

CONNECTICUT

The American Council of Learned Societies has announced the award of a grant-in-aid to Jacob J. Finkelstein, assistant professor of near eastern languages at the University of California, Berkeley, for the study and publication of the Late Old Babylonian legal records in the Babylonian collections at Yale University.

Archivist Doris E. Cook reports that a collection of some 800 letters and papers relating to the ship *Canada* has been given to the Connecticut State Library. Among the items are ship's papers and correspondence of Edward A. Russell, Capt. Ratcliffe Hicks, and others, concerning the *Canada* and other ships, 1835-58.

DELAWARE

The 16-member Delaware Civil War Centennial Commission, created by the General Assembly, was organized at a meeting held in the Governor's office at Dover, Apr. 28, 1959. The following officers were chosen: chairman, Luther D. Reed, executive director of the Eleutherian Mills-Hagley Foundation of Wilmington; vice chairman, James Q. duPont, Wilmington; and secretary, Leon deValinger, Jr., State Archivist, Dover.

The printed prospectus for "Old Dover Days," May 2 and 3, 1959, discussed the Hall of Records, repository of the Public Archives of Delaware, and some of the outstanding documents there. The Kent County Court House, also in Dover, was noted because of its exhibit of eighteenth-century wills and deeds.

Emile F. duPont, president of the Eleutherian Mills-Hagley Foundation, announced on May 12, 1959, that the Eleutherian Mills Historical Library will be established in a new building to be opened by next summer on the grounds of the original Du Pont powder mills along the west bank of Brandywine Creek near the city of Wilmington. Books, manuscripts, and other historic papers from Longwood Library—including Du Pont letters and manuscripts donated by members of the family—will be combined with the library of the Eleutherian Mills-Hagley Foundation, which contains the archives of the first century of the Du Pont Co., 1802-1902. The resulting library of source material on the industrial development of the Brandywine Valley will become an outstanding center of research in early American industry.

DISTRICT OF COLUMBIA

With registrants from Maine to California in attendance, the ninth annual American University institute of genealogical research met in the National Archives Building, July 13-31, under the guidance of Meredith B. Colket, Jr., director of the Western Reserve Historical Society, Cleveland.

The sixth and latest edition of *Library and Reference Facilities in the Area of the District of Columbia* is for sale for \$2 at the Card Division, Library of Congress, Washington 25, D. C.

GEORGIA

During the summer the Georgia Department of Archives and History carried out a campaign to educate the public in the value of records of religious congregations and denominations throughout the State. Lacking funds to microfilm local records, Secretary of State Ben W. Fortson and Mrs. Bryan

made an advantageous arrangement with the Genealogical Society at Salt Lake City, Utah, to perform certain technical reproduction work. Through the courtesy of the Mercer University Library, headed by Charles H. Stone and designated by the Georgia Baptist Historical Society as the repository for Georgia Baptist records, as many pre-1900 church records as could be made available from interested congregations and denominations were temporarily assembled and microfilmed for the Department of Archives and History and the Genealogical Society. Spencer King, head of Mercer's history department, Beatrice F. Lang, county archivist on Mrs. Bryan's staff, and photographer Rolf Suter assisted in the operation. The Department of Archives and History plans to retain the negative microfilm and to sell at nominal cost to the churches and denominations whatever copies they may desire.

ILLINOIS

Personal papers of Richard Oglesby, three times Governor of Illinois, were destroyed when a grandson's house in Elkhart, Ill., was burned.

INDIANA

The State Archives has acquired 10,000 sq. ft. of storage space for State records in the Kentucky Avenue Warehouse, Indianapolis, owned by the State of Indiana.

Irene M. Strieby, a member of the Society of American Archivists, library consultant of Eli Lilly and Co., Indianapolis, is one of the 20 persons — 13 living and 7 dead — elected to the Special Library Association's first "Hall of Fame."

IOWA

The State Historical Society of Iowa, Iowa City, planned to transfer its quarters to its new Centennial Building between June and September of this year. The legislature has appropriated \$85,000 to furnish and equip the new headquarters. The total cost of the building and equipment is about \$500,000.

KANSAS

Why the original of a Thanksgiving Day proclamation issued in 1878 by Gov. George T. Anthony of Kansas happened to be in Missouri is not known, but the circuit court of Henry County in the latter State took the logical step of sending it to the Kansas State Historical Society. Rolla Clymer, publisher of the *El Dorado Times*, has deposited with the society 53 boxes of his letters and papers, 1919-58.

KENTUCKY

The family of the late Augustus Owsley Stanley (1867-1958) has given to the University of Kentucky Libraries his books and approximately 12,000 of his papers. He was a member of the International Joint Commission — United

States and Canada, from 1830 to 1954, and after 1933 its chairman. Earlier he had been successively a Member of Congress, Governor of Kentucky, and U. S. Senator.

LOUISIANA

The history and music departments of Tulane University, 1958-63, plan to establish an Archive of New Orleans Jazz. Their program calls for making tape recordings of interviews with jazz musicians and persons now or formerly associated with New Orleans jazz music; collecting photographs, correspondence, clippings, scrapbooks, or other data related to the interviews; collecting pertinent commercial records; recording some contemporary music; collecting sheet music; collecting or microcopying published books and magazines; and assembling a New Orleans jazz bibliography. William Russell, a musician, music teacher, and jazz critic, will collaborate with Richard B. Allen, a collector of New Orleans jazz, in annotating the interviews and doing the major work of establishing the archives.

On May 28 of this year the lower house of the Louisiana Legislature passed a bill appropriating \$300,000 to the State Archives and Records Commission for constructing and equipping a State archives and record center building. The upper house, however, indefinitely postponed action on the legislation.

MARYLAND

The Archivist of the Archdiocese of Baltimore, John Joseph Gallagher, edited for the *Catholic Historical Review* (Jan. 1959) 31 original Theodore Roosevelt letters that are in the Archdiocese Archives.

The extensive biographical and genealogical files built up by the late Baltimore and Ohio Railroad attorney William N. Wilkins have been given to the Maryland Historical Society. Harold R. Manakee has been chosen as the society's assistant director.

MASSACHUSETTS

W. H. Bond of the Houghton Library, Harvard University, has compiled a supplement to De Ricci and Wilson's *Census of Medieval and Renaissance Manuscripts in the United States and Canada*. After submission to the publication committee appointed by the Bibliographical Society of America, the supplement should go to press during the winter.

In May, Elizabeth B. Borden announced her resignation as director of the Women's Archives at Radcliffe College. She moved to the Radcliffe Admissions Department July 1. Her successor is Dr. Barbara M. Solomon of Radcliffe.

The February 1959 issue of the *Hispanic American Historical Review*, dedicated to William Hickling Prescott, contains "A Checklist of Prescott Manuscripts," by Jerry E. Patterson. The principal Prescott collection is at the Massachusetts Historical Society.

In less than 2 years after the establishment of the Roper Public Opinion Research Center at Williams College, about 42 other survey research organizations, some foreign, have decided to send the raw data of their studies there, and the operating staff has grown from 3 persons to 10.

Harold F. O'Neil, Chief of the Organization and Manpower Division, New England Region, GSA, will offer his course, "Introduction to Records Management—I," to a special group this fall. Students will be employees of the record service of the Raytheon Co., a major electronics manufacturing and research organization with headquarters at Waltham. The company archivist, the record center staff, and over 30 division and plant record coordinators will be enrolled. This and similar inservice training for Massachusetts industry is administered by Joseph A. Minahan of the Division of University Extension, Massachusetts Department of Education. James E. Barrett is the manager of Raytheon's record service.

MICHIGAN

The April 1959 newsletter of the Historical Society of Michigan urged strong legislative support of the Michigan Historical Commission, which this year needed funds to begin the systematic repair and restoration of such holdings as the Territorial papers and the correspondence of Governors Brucker, Fitzgerald, Dickinson, and Van Wagoner. Among these governors' papers, damaged in the fire at Lansing a few years ago, 25,000 pieces were so charred and water-damaged that it has not been practicable to let the public consult them.

A supplement to William S. Ewing's *Guide to the Manuscript Collections in the William L. Clements Library* is being distributed free to anyone who purchased the *Guide*.

Dorothy V. Martin, curator of manuscripts for the Burton Historical Collection of the Detroit Public Library, died on June 24. She had been at Detroit for 8 years, and before then had worked at the National Archives in Washington and the Historical and Philosophical Society of Ohio. She held degrees from Ohio State University and the University of Illinois. A long-time member of the Society of American Archivists, Miss Martin had contributed to this and to other professional journals.

A Dorothy V. Martin Memorial Fund has been established to purchase an important manuscript for the Burton Historical Collection. Contributions payable to the Detroit Public Library should be mailed to the Burton Historical Collection, Detroit Public Library, 5201 Woodward Ave., Detroit 2.

MINNESOTA

The papers of the late forester G. Harris Collingwood, including his correspondence, notes, and diaries, have been temporarily deposited at the Forest History Foundation. The foundation is seeking financial aid to analyze and organize the papers before their final placement. Charles D. Bonsted has left

the foundation's staff to become assistant to the president of Harpur College, Endicott, N. Y.

State Archivist Robert M. Brown, a member of the Society of American Archivists' Committee on Federal-State Relations, represented the Society at a conference convened in Chicago on June 19 by the Office of Civil and Defense Mobilization.

MISSISSIPPI

William D. McCain, former State Archivist, now president of Mississippi Southern College, is chairman of the new nominating committee of the Mississippi Historical Society.

A collection of papers, 1810-93, of the Vick-Phelps families of Mississippi, has been given to the Department of Archives and History. The Department has also acquired the Rosenstock collection of Jefferson Davis' books, documents, and other historical items.

Mrs. Julius Melton of Clinton, a genealogist in the Department of Archives and History, has been named president of the Mississippi Genealogical Society.

MISSOURI

By a resolution passed in June at its San Francisco convention, the Lutheran Church-Missouri Synod now officially has a Department of Archives and History. Although the synod has supported the work of Concordia Historical Institute, St. Louis, provided it with a building, and designated it as the synod's official historical depository, the institute until this summer had never been officially one of the synodical departments. Its operations, services, and purpose will remain unchanged.

NEW JERSEY

In this Hudson-Champlain celebration year, the New Jersey Historical Society is reprinting as no. 12 in its series of *Collections* a document on Hudson's voyage of 1609, the journal of Robert Juet, first published in London in 1625.

Between 1955 and the time of his death, in May of this year, the late John Foster Dulles, a graduate of Princeton, sent 25 cartons of his personal papers to that university's Firestone Library. A short time before Mr. Dulles' death, the Department of State and Princeton University announced that the John Foster Dulles Library of Diplomatic History will be established at Princeton. Some of Mr. Dulles' friends have provided funds for a 2-story, hexagonal annex to the Firestone Library. The annex, also to be furnished and maintained by the donors, will contain Mr. Dulles' papers, microfilm copies of his official correspondence, and — according to the *New York Times* of May 25 — the papers of Woodrow Wilson and James V. Forrestal already at Princeton. A research associate of the Firestone Library, Philip A. Crowl, at present on the staff of the Department of State, will arrange for the micro-

filming of selected departmental papers at Princeton's expense. Although the Department will control access to official material, Mr. Dulles is understood to have expressed the desire that his own papers be liberally opened to *bona fide* users. His will provides that Princeton University shall have such documents, records, or papers as his executors choose, together with \$10,000 toward maintenance of the gift.

William H. Gaines, Jr., recently associate editor of the *Papers of Thomas Jefferson* at Princeton University, was named librarian of the New Jersey Historical Society effective July 1. He will have charge of the society's manuscripts as well as its book collections.

NEW MEXICO

Correction: Ward Alan Minge of Casa San Ysidro, Sandoval, is not a State legislator and has never held political office. It was he, however, who suggested to State Rep. A. T. Montoya the sponsorship of New Mexico's Public Records Act of 1959, mentioned in the July issue of this magazine. Afterwards, says Mr. Minge, "I lent him guidance and support as needed in my capacity as a historian and through my connections and interest in the Society of American Archivists."

NEW YORK

Besides housing books and periodicals, the William Green Human Relations Library in the Jewish Labor Committee Building, 25 East 78th St., New York City, will collect papers pertaining to the role of labor in society. When the new library was dedicated, Apr. 20, 1959, George Meany, head of the American Federation of Labor and Congress of Industrial Organizations, gave the principal address.

New York City's Board of Estimate on June 11, 1959, approved a \$40,000 contract with the firm of Praeger-Kavanagh-Waterbury to draw preliminary plans for a \$4,000,000 archive and record building, to contain 200,000 sq. ft. of storage area, in the vicinity of the existing Municipal Building at Chambers and Centre Sts. The old Rhinelander Building at 238 William St., now used for city records, will be demolished in the course of an urban renewal project now under way.

A recent change in New York statutes permits the adjutant general of the State to lend to a public corporation or agency or a historical society — under such conditions as he prescribes — books, records, relics, or other property in the adjutant general's Bureau of War Records.

Once again the American Management Association's summer program was held on the campus of Colgate University, Hamilton, N. Y. Five seminars were offered during the period, August 24-28. Robert A. Schiff, president of the National Records Management Council, Inc., New York City, served as chairman of the seminar on surveying cost reduction opportunities and techniques in office management.

NORTH CAROLINA

On June 9, State Archivist H. G. Jones spoke to the North Carolina Association of Registers of Deeds, at Asheville, about the county record program. Betty M. London has left and Mary Deane Stevenson has joined the archives staff, and Elizabeth C. Levings has been appointed at the record center.

An indexed volume abstracting the wills and other records of Currituck and Dare Counties, 1663-1850, is for sale for \$7.50 by the compiler, Gordon C. Jones, 1 Winding Way, Mount Holly, N. J.

OHIO

Commenting that the Federal population census schedules for Ohio before 1820 are not known to be extant, the news bulletin of the Western Reserve Historical Society for June 1959 remarks that the library of the Ohio Historical Society at Columbus has "an extremely detailed tax list of 1810 for Ohio," which can be used as a substitute for the missing 1810 Federal population schedules.

OREGON

During the early months of this year the already excellent photographic resources of the Oregon Historical Society were increased by the following notable acquisitions: 5,000 glass-plate negatives, 1900-1926, from the files of the *Oregonian*; about 25,000 glass slides produced from 1891 to 1922 by George M. Weister, a Portland photographer; 1,297 noncurrent negatives and prints dated from 1880, from the Columbia Studio, Portland; and more than 15,000 negatives from the Erickson Studio, Portland.

PENNSYLVANIA

The Institute of Early American History and Culture, Williamsburg, Va., reported in its *Newsletter* of May 22, 1959, a 2-day session in Bethlehem, Pa., under the chairmanship of Kenneth G. Hamilton, of a group interested in the scholarly exploitation of the Moravian Archives at Bethlehem. Bishop Hamilton of the Moravian Church is himself the Archivist there. Guests at the gathering included Edmund deS. Brunner and Sigmund Diamond, Columbia University; Lester J. Cappon and Lawrence W. Towner, Institute of Early American History and Culture; William Fenton, New York State Department of Education; Emerson Greenaway, Free Library of Philadelphia; Frederick Merk, Harvard University; Roy F. Nichols, University of Pennsylvania; Clifford K. Shipton, American Antiquarian Society; Vernon D. Tate, U. S. Naval Academy; Frederick B. Tolles, Swarthmore College; Nicholas B. Wainwright, Historical Society of Pennsylvania; and Walter Muir Whitehill, Boston Athenaeum. Gillian M. Lindt, an instructor at Douglass College (N. J.) and a doctoral candidate at Columbia University, has received a

fellowship from the Social Science Research Council for investigating methods of utilizing Moravian Church archives in sociological research.

RHODE ISLAND

At an auction at Sotheby's in London, England, on April 20, John Fleming of New York reportedly bought for \$6,160 (£2,200) what is believed to be an unpublished account of the 1675-76 Indian uprising in Rhode Island.

SOUTH CAROLINA

J. Harold Easterby has published a brief description of the new building of the South Carolina Archives Department, "designed specifically to house the state's official historical records," in *South Carolina Schools*, May 1959, p. 26-28. The Department, of which he is the director, is to occupy its new quarters early this autumn. Copies of the article, while the supply lasts, may be obtained by others who are planning archival buildings from the Department or from the State Department of Education, Columbia 1, S. C.

TENNESSEE

Herschel Gower of Vanderbilt University and Jack Allen of George Foster Peabody College for Teachers are editing the journals of Randal McGavock, to be published by the Tennessee Historical Commission.

TEXAS

State Archivist Dorman H. Winfrey reports that ground-breaking ceremonies were held on May 11, 1959, for the new State Library and Archives Building. This will occupy a site east of the capitol in the 1200 block between Brazos and San Jacinto Sts., Austin; and, besides the library and archives, it will house the Texas General Land Office. The facade will extend 257 ft.; the depth of the main part of the building will be 67 ft.; and from this, a wing, like the leg of a "T," 48 ft. wide, will run back 111 ft. The several stories will provide an overall floor space of 95,000 sq. ft. The building will be semi-classical in design, "with a flame-treated granite exterior trimmed in polished granite." H. Clinton Parrent, Jr., architect for the Tennessee State Library and Archives, and Dan M. Robison, Tennessee's Librarian and Archivist, served as consultants to the architects, Adams and Adams of San Antonio.

Robert S. Maxwell, director of the Bureau of East Texas Research, Stephen F. Austin State College, Nacogdoches, reports the bureau's acquisition of the papers of the Foster Lumber Co. of Fostoria, 1906-56.

VERMONT

The Guy Omeron Coolidge papers, which have been acquired by the Vermont Historical Society, are described in the June 1959 issue of the society's monthly *News and Notes*. The papers pertain to Coolidge's "attempts to revise his work on the French influence of Vermont."

VIRGINIA

The manuscript division of the University of Virginia Library has acquired the papers of Judge Duncan Lawrence Groner, some 6,000 items, 1930-57. The Virginia Colonial Records Project's *Survey Reports* nos. 615-638 and nos. 1391-1393 have now been distributed. The former set covers correspondence of the 1770's and 1780's in the British Public Record Office; the latter set describes the Wyatt manuscripts deposited in the British Museum by the Earl of Romney.

WEST VIRGINIA

Charles Shetler, curator of the West Virginia Collection at West Virginia University, Morgantown, has sent out an appeal to all concerned with West Virginia coal mining, asking their cooperation in preserving and making available materials on the history of the industry, including labor in the coal fields.

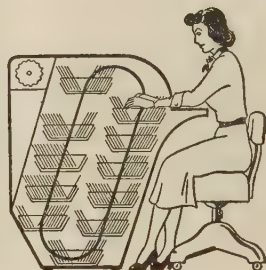


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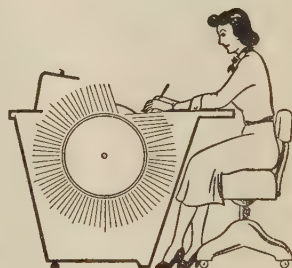
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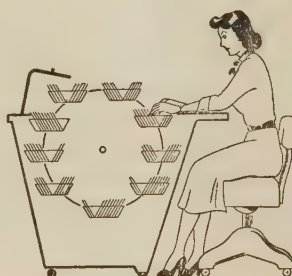
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